

AGENDA FOR THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION
February 09, 2021
6:00pm Regular Session

In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Governing Board of the Sierra County Board of Education will hold meetings via Zoom Videoconferencing.

Zoom link: <https://us02web.zoom.us/j/81533916787>

Phone dial-in: 669-900-9128
(Press *6 to unmute)

Webinar ID: 815 3391 6787

*Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.
Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at the Sierra County Office of Education, Room 3, 109 Beckwith Road, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5).*

A. CALL TO ORDER

Please be advised that this meeting will be recorded.

B. ROLL CALL

C. APPROVAL OF AGENDA

D. FLAG SALUTE

E. BOARD REORGANIZATION**

F. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. Job description review for Confidential employees
2. Business Report
 - a. Account Object Summary-Balance from 07/01/2020 to 01/31/2021**
3. Staff Reports (5 minutes)
4. Board Member Reports (5 minutes)
5. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. (Education Code [35145.5](#); Bylaw 9322; Government Code [54954.3](#))

G. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held January 12, 2021**
2. Approval of Board Report-Checks Dated 01/01/2021 through 01/31/2021**
3. Authorization to submit 2020-2021 Consolidated Application**

H. ACTION ITEMS

1. New Business

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

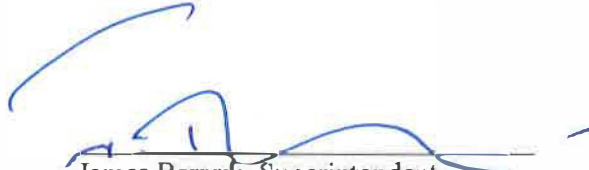
- a. 4157~4257~4357—Employee Safety
 1. Board Policy, *revisions***
 2. Administrative Regulation, *revisions***

- b. 4157.1~4257.1~4357.1—Work-Related Injuries
 - 1. Administrative Regulation, *NEW***
- c. 5113.2—Work Permits
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- d. 5126—Awards for Achievement
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***
- e. 5141.31—Immunizations
 - 1. Board Policy, *revisions***
 - 2. Administrative Regulation, *revisions***

I. ADVANCED PLANNING

- 1. Next Regular Board Meetings will be held on March 09, 2021 beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm via Zoom videoconferencing.
- 2. Suggested Agenda Items

J. ADJOURN



James Berardi, Superintendent
Secretary to the County Board of Education

- *** prior month handout
- ** enclosed
- * handout

Sierra County Board of Education

President – Patty Hall

Vice President – Allen Wright

Clerk – Christina Potter

Member – Mike Moore

Member – Nicole Stannard

Sierra-Plumas Joint Unified School District Governing Board

President – Mike Moore

Vice President – Allen Wright

Clerk – Christina Potter

Member – Patty Hall

Member – Nicole Stannard

COMMITTEES:

Facilities – Allen Wright and Mike Moore

Transportation (WEST) – Patty Hall and Allen Wright

Transportation (EAST) – Christina Potter and Mike Moore

Negotiations – Patty Hall and Mike Moore (alternates – Allen Wright and Christina Potter)

Technology - Patty Hall and Allen Wright

Balances through January						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	362,817.00	371,286.00	161,045.30	167,562.79	42,677.91
1115	Certificated Extra Duty	1,500.00	1,530.00		100.00	1,430.00
1120	Certificated Substitutes	11,000.00	10,991.00		2,020.00	8,971.00
1200	Certificated Pupil Support Ser	30,561.00	30,561.00	12,733.65	20,471.31	2,643.96-
1300	Certificated Supervisor Admini	193,338.00	193,338.00	77,807.35	112,230.29	3,300.36
1310	Teacher in Charge	10,000.00	10,000.00	5,000.00	5,000.00	.00
	Total for Object 1000	609,216.00	617,706.00	256,586.30	307,384.39	53,735.31
2100	Instructional Aides' Salaries	182,919.00	189,879.00	64,327.11	51,680.48	73,871.41
2115	Classified Extra Duty	1,000.00	1,000.00		464.66	535.34
2120	Classified Substitutes	5,071.00	5,250.00		1,400.46	3,849.54
2200	Classified Support Salaries	38,348.00	101,199.00	15,202.52	18,811.60	67,184.88
2215	Classified Support Extra Duty	1,000.00	1,000.00			1,000.00
2220	Classified Substitute Salaries	1,000.00	1,000.00			1,000.00
2300	Classified Supervisors' Admini	119,910.00	145,042.00	45,617.52	63,895.00	35,529.48
2400	Clerical Technical Office Staf	131,453.00	137,203.00	54,160.35	74,192.40	8,850.25
2420	Clerical Substiture	250.00	250.00			250.00
2900	Other Classified Salaries	18,984.00	67,360.00		1,621.00	65,739.00
	Total for Object 2000	499,935.00	649,183.00	179,307.50	212,065.60	257,809.90
3101	STRS Certificated Positions	168,308.00	170,199.00	41,438.75	49,030.15	79,730.10
3102	STRS Classified Positions	24,778.00	23,898.00	388.50	509.68	22,999.82
3202	PERS Classified Positions	96,151.00	125,607.00	32,622.26	41,904.54	51,080.20
3301	OASDI Certificated Positions	4,347.00	5,000.00		26.66	4,973.34
3302	OASDI Classified Positions	30,015.00	39,748.00	10,835.89	12,798.65	16,113.46
3311	Medicare Certificated Position	8,522.00	8,659.00	3,575.85	4,299.63	783.52
3312	Medicare Classified Positions	7,181.00	9,383.00	2,571.61	3,043.43	3,767.96
3401	Health & Welfare Benefits Cert	120,128.00	137,745.00	51,680.65	62,344.81	23,719.54
3402	Health & Welfare Benefits Clas	112,389.00	76,035.00	38,935.55	53,863.80	16,764.35-
3501	SUI Certificated	304.00	309.00	128.30	155.65	25.05
3502	SUI Classified	251.00	328.00	89.63	106.48	131.89
3601	Workers' Compensation Certific	22,479.00	22,656.00	9,357.70	11,269.30	2,029.00
3602	Workers' Compensation Classifi	18,948.00	24,420.00	6,729.42	7,979.37	9,711.21
3901	Golden Handshake	15,000.00	15,000.00			15,000.00
3902	Golden Handshake-Class	15,000.00	15,000.00			15,000.00
	Total for Object 3000	643,801.00	673,987.00	198,354.11	247,332.15	228,300.74
4100	Approved Textbooks Core Curric	1,103.00	3,375.00			3,375.00

Balances through January						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4300	Materials and Supplies	46,202.00	66,495.00	2,370.09	8,766.00	55,358.91
4320	Custodial Grounds Supplies	1,500.00	1,500.00		28.35	1,471.65
4330	Office Supplies	2,500.00	2,500.00	180.00	57.16	2,262.84
4350	Vehicle Upkeep	5,000.00	5,000.00	1,493.62	1,028.96	2,477.42
4399	Mat & Sup Undesignated Bal	879.00	2,700.00			2,700.00
4400	Noncapitalized Equipment	12,020.00	34,143.00			34,143.00
	Total for Object 4000	69,204.00	115,713.00	4,043.71	9,880.47	101,788.82
5100	Subagreements for Services	15,000.00	15,000.00			15,000.00
5200	Travel and Conference	17,079.00	24,100.00	4,772.90	4,988.95	14,338.15
5300	Dues and Membership	16,246.00	16,302.00	990.85	14,346.19	964.96
5400	Insurance	11,000.00	15,000.00		14,575.81	424.19
5500	Operation Housekeeping Service	14,500.00	14,500.00	3,194.28	1,863.72	9,442.00
5600	Rentals, Leases, Repairs, Nonc	1,850.00	1,850.00	507.55	253.49	1,088.96
5800	Professional Consulting	6,500.00	6,500.00			6,500.00
5801	Legal Services	18,500.00	18,500.00	2,710.00	2,207.50	13,582.50
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	242.00	242.00	101.00	49.00	92.00
5808	Other Services & Fees	1,500.00	1,500.00	954.95	795.05	250.00
5810	Contracted Services	411,963.00	442,232.00	240,488.81	137,255.18	64,488.01
5899	SPJUSD to Reimburse			3,788.37	679.25	4,467.62
5900	Communications	10,500.00	10,500.00	3,865.40	6,108.85	525.75
	Total for Object 5000	525,380.00	566,726.00	261,374.11	183,122.99	122,228.90
6400	Equipment	79,255.00	92,101.00	2,330.57	49,732.44	40,037.99
6500	Equipment Replacement	15,000.00	15,000.00			15,000.00
	Total for Object 6000	94,255.00	107,101.00	2,330.57	49,732.44	55,037.99
7110	County Tuition Inter Dist Agree	25,000.00	25,000.00			25,000.00
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00			24,428.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	49,428.00	49,428.00	.00	.00	49,428.00
	Total for Fund 01 and Expense accounts	2,491,219.00	2,779,844.00	901,996.30	1,009,518.04	868,329.66
Fund 11 - ADULT ED						
1100	Teachers Salaries		41,800.00		8,523.11	33,276.89
1300	Certificated Supervisor Admini	89,732.00	98,752.00	41,146.70	57,605.38	.08
	Total for Object 1000	89,732.00	140,552.00	41,146.70	66,128.49	33,276.81

Balances through January						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
2100	Instructional Aides' Salaries	5,684.00	11,368.00		925.05	10,442.95
2200	Classified Support Salaries	14,210.00	14,210.00			14,210.00
	Total for Object 2000	19,894.00	25,578.00	.00	925.05	24,652.95
3101	STRS Certificated Positions	19,692.00	27,899.00	6,645.20	10,154.88	11,098.92
3102	STRS Classified Positions				149.40	149.40-
3202	PERS Classified Positions	3,031.00	5,295.00			5,295.00
3301	OASDI Certificated Positions				201.50	201.50-
3302	OASDI Classified Positions	1,233.00	1,586.00			1,586.00
3311	Medicare Certificated Position	1,301.00	2,038.00	596.65	958.88	482.47
3312	Medicare Classified Positions	288.00	370.00		13.41	356.59
3401	Health & Welfare Benefits Cert	12,767.00	12,767.00	5,319.50	7,447.30	.20
3501	SUI Certificated	45.00	70.00	20.55	33.06	16.39
3502	SUI Classified	10.00	13.00		.46	12.54
3601	Workers' Compensation Certific	3,589.00	5,333.00	1,561.25	2,509.14	1,262.61
3602	Workers' Compensation Classifi	795.00	972.00		35.10	936.90
	Total for Object 3000	42,751.00	56,343.00	14,143.15	21,503.13	20,696.72
4100	Approved Textbooks Core Curric	5,000.00	6,500.00		5,585.26	914.74
4300	Materials and Supplies	3,000.00	20,119.00	46.91	9,206.20	10,865.89
4320	Custodial Grounds Supplies	1,500.00	2,000.00		479.34	1,520.66
4330	Office Supplies	1,000.00	3,000.00	140.72	337.28	2,522.00
4350	Vehicle Upkeep	150.00	5,000.00	1,184.22		3,815.78
4400	Noncapitalized Equipment	2,500.00	5,200.00	667.12	4,714.03	181.15-
	Total for Object 4000	13,150.00	41,819.00	2,038.97	20,322.11	19,457.92
5200	Travel and Conference	1,500.00	6,500.00	1,557.16	198.39	4,744.45
5203	MILEAGE	1,000.00	1,000.00			1,000.00
5300	Dues and Membership	700.00	1,500.00		1,070.00	430.00
5500	Operation Housekeeping Service	1,250.00	4,200.00	3,453.38	546.62	200.00
5600	Rentals, Leases, Repairs, Nonc	2,500.00	2,500.00	1,399.25	568.01	532.74
5801	Legal Services	1,000.00	1,000.00			1,000.00
5805	Personnel Expense		100.00	50.00		50.00
5810	Contracted Services	15,000.00	17,000.00	1,758.64	2,853.00	12,388.36
5900	Communications	5,000.00	5,000.00	702.07	688.71	3,609.22
	Total for Object 5000	27,950.00	38,800.00	8,920.50	5,924.73	23,954.77
6200	Building and Improvement of Bu		8,000.00	7,961.50		38.50
6400	Equipment	7,633.00	7,624.00		659.15-	8,283.15

Balances through January						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
Total for Object 6000		7,633.00	15,624.00	7,961.50	659.15-	8,321.65
7619	Other Authorized Interfund Tra	4,090.00	4,786.00			4,786.00
Total for Fund 11 and Expense accounts		205,200.00	323,502.00	74,210.82	114,144.36	135,146.82
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	330,000.00	330,000.00			330,000.00
7619	Other Authorized Interfund Tra	58,250.00	58,250.00			58,250.00
Total for Fund 16, Expense accounts and Object 7000		388,250.00	388,250.00	.00	.00	388,250.00
Total for Org 001 - Sierra County Office of Education		3,084,669.00	3,491,596.00	976,207.12	1,123,662.40	1,391,726.48

MINUTES FOR THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION

January 12, 2021

In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education held this meeting via Zoom Videoconferencing for the public.

6:00pm Regular Session

A. CALL TO ORDER

President PATTY HALL called the meeting to order *at 6:13pm.*

B. ROLL CALL

PRESENT: Patty Hall, President
Allen Wright, Vice President
Christina Potter, Clerk
Mike Moore, Member
Nicole Stannard, Member (appointed in District meeting)

ABSENT: None

C. APPROVAL OF AGENDA

MOORE/POTTER
4/0

D. FLAG SALUTE

E. RECESS TO THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING TO APPOINT TRUSTEE FOR AREA 4 VACANCY *at 6:15pm*

F. RECONVENE *at 6:42pm*

G. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. COVID-19 Addendum to the County/District Injury and Illness Prevention Program
BERARDI: Addendum required by Cal/Osha
 - b. Leave of absence for Melissa Bayly, Instructional Aide, January 4-22, 2021
BERARDI: Informational, report of personal leave time taken
JACOBSEN: Per email update Melissa's leave is ending on the 15th, returning on the 19th.
2. Business Report
 - a. Account Object Summary-Balance from 07/01/2020 to 12/31/2020
3. Staff Reports
None
4. Board Member Reports
None
5. Public Comment
None

H. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held December 14, 2020
2. Approval of Board Report-Checks Dated 12/01/2020 through 12/31/2020
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending December 31, 2020. It is required per Education Code 35186 section (d) *that a school district shall report summarized data on the nature and resolution of all complaints on a*

quarterly basis to the county superintendent of schools and the governing board of the school district.

- a. No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending December 31, 2020.

WRIGHT/STANNARD

5/0

I. ACTION ITEMS

1. New Business

- a. Approval of 2019-2020 Sierra County Office of Education Special Education School Accountability Report Card

MOORE/WRIGHT

5/0

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

MOORE motioned to approve b-h with addition to h as discussed (see notes under h).
Second by POTTER.

4/0 (1 abstention – STANNARD)

- b. 4119.25~4219.25~4319.25—Political Activities of Employees

1. Board Policy, *revisions*
2. Administrative Regulation, *revisions*

- c. 4140~4240~4340—Bargaining Units

1. Board Policy, *revisions*

- d. 5113.1—Chronic Absence and Truancy

1. Board Policy, *revisions*
2. Administrative Regulation, *revisions*

- e. 5113.11—Attendance Supervision

1. Administrative Regulation, *NEW*

- f. 6170.1—Transitional Kindergarten

1. Board Policy, *revisions*

- g. 9012—Board Member Electronic Communications

1. Board Bylaw, *revisions*

- h. 9320—Meetings and Notices

1. Board Bylaw, *revisions*

Add that meetings will be held at “Sierra County Office of Education and Downieville Schools, alternating each month, plus videoconferencing unless otherwise specified to be held exclusively via videoconferencing when meeting in-person is not a viable option.”

J. ADVANCED PLANNING

1. Next Regular Board Meetings will be held on February 09, 2021 beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm via Zoom videoconferencing.

2. Suggested Agenda Items

None

K. ADJOURN at 7:05pm

WRIGHT/STANNARD

5/0

Christina Potter, Clerk

James Berardi, Superintendent
Secretary to the County Board of Education

Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00015816	01/11/2021	MEGAN ANDALUZ	01-5810	TRANSPORTATION REIMBURSE		95.22
00015817	01/11/2021	CIT	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00015818	01/11/2021	KATIE CAMPBELL	01-4300	BREAKFAST SUPPLIES		12.13
00015819	01/11/2021	CASAS NATIONAL SUMMER INSTITUTE	11-5810	SITE LICENSE FEE		1,050.00
00015820	01/11/2021	NONA GRIESERT	01-4350	REIMBURSEMENT		23.00
00015821	01/11/2021	KELLI GROCK	01-5810	COUNSELING SERVICES		1,588.40
00015822	01/11/2021	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE	274.43	
			11-5500	ELECTRICAL SERVICE	197.14	471.57
00015823	01/11/2021	MARY LOWE	01-5810	COUNSELING SERVICES		2,299.00
00015824	01/11/2021	LESLIE MARSDEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		3,012.50
00015825	01/11/2021	PLACER COUNTY SELPA	Reissued			2,000.00 *
		Reissued on 01/12/2021				
00015826	01/11/2021	PLUMAS-SIERRA TELECOMMUNICATIONS	11-5600	BROADBAND SERVICE		109.00
00015827	01/11/2021	RIVERSIDE INSIGHTS	01-4300	COGNITIVE TESTS		581.49
00015828	01/11/2021	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		30.00
00015829	01/11/2021	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		860.19
00015830	01/11/2021	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	JAN 21 HEALTH INSURANCE	2,272.00	
			76-9576	JAN 21 HEALTH INSURANCE	17,334.90	19,606.90
00015831	01/11/2021	VOYAGER	01-4350	FUEL EXPENSE	298.10	
			01-5899	FUEL EXPENSE	16.82	
			11-5200	FUEL EXPENSE	52.93	367.85
00015832	01/12/2021	PLACER COUNTY OFFICE OF EDUCATION	11-5810	ADMIN CREDENTIAL PROGRAM		2,000.00
00015833	01/29/2021	FEA	01-5200	COACHING/CLEAR ADMIN PROGRAM		3,750.00
Total Number of Checks					18	38,630.33

	Count	Amount
Reissue	1	2,000.00
Net Issue		36,630.33

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	14	15,886.36
11	ADULT EDUCATION	5	3,409.07
76	Payroll Clearing	1	17,334.90

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	17		36,630.33	
		Less Unpaid Sales Tax Liability			.00	
		Net (Check Amount)			36,630.33	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Sierra County Office of Education (46 10462 0000000)

Home

Data Entry Forms

Certification Preview

Certify Data

Reports

Users

Contacts

FAQs

Home

Current Submissions and Deadlines

Data collection forms that are listed below are open, available for editing, have upcoming deadlines, and/or are overdue to be certified. Data collection forms that have been certified, have had their deadlines pass, are open and available for editing can be found under the Data Entry Forms tab. All data collection forms, whether open or closed, certified or unsubmitted, can be viewed as uneditable reports under the Reports tab.

1 Data Collection(s) found.

Fiscal Year 2020-21	Deadline	Status
Consolidation of Administrative Funds	February 28, 2021	Draft NGriesert, 1/26/2021 11:35 AM

General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Sierra County Office of Education (46 10462 0000000)

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[Data Entry Forms](#)
[Certification Preview](#)
[Certify Data](#)
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[Program Information](#) [Data Entry Instructions](#)

2020-21 Consolidation of Administrative Funds

This is a request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

Required fields are denoted with an asterisk (*).

- | | |
|--|--------------------------|
| Title I, Part A Basic:
SACS Code 3010 | <input type="checkbox"/> |
| Title I, Part C Migrant Education:
SACS Code 3060 | <input type="checkbox"/> |
| Title I, Part D Delinquent:
SACS Code 3025 | <input type="checkbox"/> |
| Title II, Part A Supporting Effective
Instruction:
SACS Code 4035 | <input type="checkbox"/> |
| Title III English Learner Students - 2%
maximum:
SACS Code 4203 | <input type="checkbox"/> |
| Title III Immigrant Students:
SACS Code 4201 | <input type="checkbox"/> |
| Title IV, Part A Student Support - 2%
maximum:
SACS Code 4127 | <input type="checkbox"/> |
| Title IV, Part B 21st Century Community
Learning Centers:
SACS Code 4124 | <input type="checkbox"/> |

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CSBA POLICY GUIDE SHEET – February 09, 2021

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 4157/4257/4357 - Employee Safety

Policy updated to reflect **NEW STATE REGULATION (Register 2020, No. 10)** which requires districts to provide employees with access to the district's injury and illness prevention program, and to add the prohibition against discharging or discriminating against an employee for exercising any right protected by the Occupational Safety and Health Act.

Administrative Regulation 4157/4257/4357 - Employee Safety

Regulation updated to reflect **NEW STATE REGULATION (Register 2020, No. 10)** which requires that access to the district's injury and illness prevention program be provided to employees by either providing access in a reasonable time, place, and manner or providing unobstructed access through the district's server or web site. Regulation also updated to add material regarding the provision of facilities for quick drenching within the work area for immediate use when there is exposure to injurious corrosive materials. Regulation adds a section on "Protection from Communicable Diseases and Infections" which includes the development of an exposure control plan for bloodborne pathogens and strategies to prevent and mitigate infectious diseases, and a section on "COVID-19 Exposure" reflecting **NEW LAW (AB 685, 2020)** which specifies notifications that must be provided if the district receives notice of potential exposure to COVID-19 or the Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district work site that exposes employees to the risk of COVID-19.

Administrative Regulation 4157.1/4257.1/4357.1 - Work-Related Injuries

Regulation updated to reflect **NEW LAW (AB 1804, 2019)** which requires that a report of death or serious injury or illness be immediately reported to Cal/OSHA by telephone or through an online mechanism established by Cal/OSHA, with clarification that districts may make the report by telephone or email until Cal/OSHA has an online mechanism available, and **NEW LAW (AB 1805, 2019)** which redefines "serious injury or illness." Regulation adds optional language regarding the responsibility of employees to document any incident, and combines options regarding the reporting of incidents to the insurance carrier or Department of Industrial Relations. Regulation also reflects **NEW LAW (SB 1159, 2020)** which provides that an employee will be presumed to be entitled to workers' compensation benefits for illness or injury resulting from COVID-19 if the diagnosis was made within 14 days after the employee performed labor or services at the place of employment and other conditions are met.

Board Policy 5113.2 - Work Permits

Policy updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency.

Administrative Regulation 5113.2 - Work Permits

Regulation updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency and provides flexibility in the work permit application process during such a closure. Regulation also updated to clarify that (1) students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" rather than a work permit to be employed; (2) a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students who are employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian; (3) a student applying for a full-time work permit needs to appear in person

with the student's parent/guardian except during an extended school closure; (4) a work permit shall not be denied based on a student's grades, grade point average, or school attendance when a student will be participating in a government- administered employment and training program that will occur during a school vacation or recess; (5) work permits are required to be issued on forms provided by or authorized by CDE; and (6) impairment of a student's health can be the basis for revocation of a work permit.

Board Policy 5126 - Awards for Achievement

Policy updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Policy also clarifies that a district committee established by the board to administer a scholarship and loan fund is subject to the open meeting requirements of the Brown Act.

Administrative Regulation 5126 - Awards for Achievement

Regulation updated to add eligibility criteria for the Golden State Seal Merit Diploma which had been removed while the criteria were in flux. Regulation also adds eligibility criteria for the State Seal of Biliteracy and reflects **NEW LAW (SB 98, 2020)** which authorizes the Superintendent of Public Instruction to provide alternative criteria for students on track to graduate in 2020 or 2021 who were not able to take the English Language Proficiency Assessments for California or who did not receive a letter grade in English language arts due to COVID-19, and waives the requirement to take the California Assessment of Student Performance and Progress for students who were not able to take the exam. New section on "State Seal of Civic Engagement" includes eligibility criteria, clarifies that the state criteria establish a framework for the development of qualifications based on local contexts, and adds material regarding the provision of insignias.

Board Policy 5141.31 - Immunizations

Policy updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** which specify conditions under which a medical exemption is effective. Policy also deletes outdated date regarding immunization requirements for enrollment or advancement to grade 7.

Administrative Regulation 5141.31 - Immunizations

Regulation updated to delete outdated material regarding immunization requirements for enrollment or advancement to grade 7, and to add material regarding immunization records and the California Immunization Registry (CAIR). Regulation also updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** addressing medical exemptions, including provisions that (1) medical exemption requests must be made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by the California Department of Public Health (CDPH) and transmitted using CAIR; (2) a student who has a medical exemption issued prior to January 1, 2020 must be allowed to continue enrollment until the next grade span, except that after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized as required or a medical exemption form has been filed; (3) temporary exemptions cannot exceed one year and all medical exemptions cannot extend beyond the grade span; (4) medical exemptions may be revoked by CDPH if it is determined that the exemption does not meet applicable criteria; (5) a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services; and (6) districts must annually file the written report on the immunization status of new students to CDPH and the local department of public health.

Sierra County/Sierra-Plumas Joint USD

Board Policy

All Personnel

BP 4157 ~ 4257 ~ 4357

EMPLOYEE SAFETY

Note: The following optional policy and accompanying administrative regulation may be subject to collective bargaining agreements and should be modified to reflect district practice. Pursuant to Government Code 3543.2, safety conditions of employment are within the scope of bargaining.

The Governing Board of Education is committed to maximizing employee safety and believes that workplace safety is every employee's the responsibility of every employee. Working conditions and equipment shall ~~be maintained in compliance~~ comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

~~The Board expects all Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.~~

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, ~~he/she~~ the employee shall immediately report the problem to the Superintendent or designee.

~~The Superintendent or designee shall promote safety and correct any unsafe work practice through education, training and enforcement.~~

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Note: Labor Code 6401.7 requires the district to establish, implement, and maintain an effective injury prevention program. See the accompanying administrative regulation for required program elements.

8 CCR 3203, as amended by Register 2020, No. 10, requires the district to provide employees with access to the district's injury and illness prevention program. See the accompanying administrative regulation for specific requirements.

The Superintendent or designee shall establish and implement a written injury and illness prevention program, and provide employees with access to such program, in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157.1/4257.1/4357.1 - Work Related Injuries)

~~(cf. 4157.2/4257.2/4357.2 - Ergonomics)~~
 (cf. 4158/4258/4358 - Employee Security)

Note: 8 CCR 3400 requires districts to make provisions in advance to

ensure that employees receive prompt medical treatment for serious injury or illness. See the accompanying administrative regulation for specific requirements.

The Superintendent or designee provides eye protective devices as specified in law shall make first aid materials readily available at district workplaces and administrative regulation shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for ~~making complaints, instituting~~ exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
2. Instituting proceedings or ~~testifying~~ causing proceedings to be instituted
3. Testifying with regard to employee safety or health, ~~or for participating~~
4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. ~~(Labor Code 6310)~~
5. Requesting access to injury or illness reports and records
6. Exercising any other right protected by the Occupational Safety and Health Act

Legal Reference:

EDUCATION CODE

~~32066 Safety: public and private institutions~~

32030-32034 Eye safety

32225-32226 Communications devices in classrooms

32280-32289.5 School safety plans

44984 Required rules for industrial accident and illness leave of absence

GOVERNMENT CODE

3543.2 Scope of bargaining

LABOR CODE

132a Workers' compensation; nondiscrimination

3300 Definitions of employer

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

~~6401.7 Injury prevention programs~~

6400-6413.5 Responsibilities and duties of employers and employees, especially:

6401.7 Injury and illness prevention program

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

3204 Access to employee exposure and medical records

3400 Medical services and first aid

5095-5100 Control of noise exposure

5193 Bloodborne pathogens

14000-14316 Occupational injury or illness reports and records

CODE OF REGULATIONS, TITLE 17
2508 Reporting of communicable diseases
CODE OF FEDERAL REGULATIONS, TITLE 29
651-678 Occupational safety and health
1910.95 Noise standards Occupational noise exposure
1910.1030 Bloodborne pathogens

Management Resources:

~~CAL/OSHA~~*DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS*
Guide to Developing Your Workplace Injury and Illness Prevention Program, revised April 1998 rev. August 2011

~~DHHS PUBLICATIONS~~

~~Preventing Occupational Hearing Loss—A Practical Guide, June 1996, Department of Health and Human Services (National Institute for Occupational Safety and Health)~~

WEB SITES

~~OSHA:~~ <http://www.osha.gov>

~~Cal/OSHA~~*California Department of Industrial Relations, Occupational Safety and Health:*

http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Institute for Occupational Safety and Health: <http://www.cdc.gov/niosh>

U.S. Department of Labor, Occupational Safety and Health Administration: <http://www.osha.gov>

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Policy adopted: April 10, 2007
revised: February 09, 2021

Sierra County/Sierra-Plumas Joint USD Administrative Regulation

All Personnel

AR 4157 ~ 4257 ~ 4357

EMPLOYEE SAFETY

The Superintendent or designee shall provide safety devices, and implement safeguards, methods, and processes ~~for staff~~ that are reasonably adequate to render necessary for the employees safety and place health of ~~employment safe employees in the workplace.~~ (Labor Code 6401)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. ~~4161.11/4261.11/4361.11~~ - Industrial Accident/Illness Leave)

Injury and Illness Prevention Program

Note: The following section reflects the requirements of Labor Code 6401.7 and 8 CCR 3203 for a written injury and illness prevention program. When developing such a program, districts are encouraged to review the Department of Industrial Relations' Guide to Developing Your Workplace Injury and Illness Prevention Program.

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

- 1.— The name/position of the person(s) with authority and responsibility for implementing the program.
- 2.— A system for ensuring that employees comply with safe and healthful work practices, which may include, but not be limited to:
 - a.— Recognition of employees who follow safe and healthful work practices
(cf. 4156.2/4256.2/4356.2 - Awards and Recognition)
 - b.— Training and retraining programs
 - c.— Disciplinary actions
(cf. ~~4117.44118~~ - Dismissal)
(~~cf. 4118~~ - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Note: Pursuant to 8 CCR 3203, districts with fewer than 10 employees may fulfill the communication requirements of item #3.— below by providing oral instruction in general safe work practices and the hazards unique to the employees' assignments.

3. ___ A system for communicating with employees, in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. ~~This~~The communications system may include, but not be limited to:

- a. ___ Meetings
- b. ___ Training programs
- c. ___ Posting
- d. ___ Written communications
- e. ___ A system of anonymous notification by employees about hazards

Note: Districts may use a labor/management safety and health committee to communicate the contents of the injury and illness prevention program, as long as the committee satisfies the requirements specified below in the section on "Labor/Management Safety and Health Committee."

- f. ___ A labor/management safety and health committee
4. ___ Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
- a. ___ Whenever ~~introducing into the workplace~~ new substances, processes, procedures, or equipment that ~~represent~~represents a new occupational safety or health hazard ~~is~~ introduced into the workplace
 - b. ___ Whenever the district is made aware of a new or previously unrecognized hazard
(*cf. 3514 - Environmental Safety*)
(*cf. 3514.1 - Hazardous Substances*)
5. ___ A procedure for investigating occupational injury or illness.
6. ___ Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered.

___ When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided necessary safeguards.

7. Training _____ Provision of training and instruction as follows:

- a.— To all new employees
- b.— To all employees given new job assignments for which training has not previously been received
- c.— Whenever new substances, processes, procedures, or equipment ~~are~~is introduced into the workplace and ~~represent~~represents a new hazard
- d.— Whenever the district is made aware of a new or previously unrecognized hazard
- e.— To supervisors, to familiarize ~~supervisor~~them with the safety and health hazards to which employees under their immediate direction and control may be exposed
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

RecordsNote: Pursuant to 8 CCR 3203, as amended by Register 2020, No. 10, employees or their designated representatives have the right to examine and receive a copy of the district's injury and illness prevention program, and districts are required to provide access as described below. 8 CCR 3203 defines "designated representative" as any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent is, by definition, treated automatically as a designated representative.

Districts are not required to include records of steps taken to implement and maintain the injury and illness prevention program. However, access to such information, or any other information in addition to that required by 8 CCR 3203, may be subject to collective bargaining.

The Superintendent or designee shall ~~be kept in accordance~~ provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203-)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

Note: Pursuant to 8 CCR 3203, an employee has unobstructed access if, as part of the employee's regular work duties, the employee predictably and routinely uses the electronic means to communicate with management or coworkers.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or web site, which allows an employee to review, print, and email the current version of the district's injury and illness prevention program

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Labor/Management Safety and Health Committee

Note: The following optional section is for use by districts that choose to use a labor/management safety and health committee to comply with the requirements of 8 CCR 3203 regarding communication with employees as specified in item #3 above in the section title "Injury and Illness Prevention Program." Pursuant to 8 CCR 3203, if the committee adheres to the following practices, the district shall be deemed to be in substantial compliance with the communications requirements of the law.

The district's labor/management safety and health committee shall: (8 CCR 3203)

- 1.— Meet regularly, but not less than quarterly.
- 2.— Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by the California Department of Industrial Relations' Division of Occupational Safety and Health (Cal/OSHA) upon request. These records shall be maintained for at least one year.
- 3.— Review results of the periodic, scheduled worksite inspections.
- 4.— Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
- 5.— Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
- 6.— Submit recommendations to assist in the evaluation of employee safety suggestions.
- 7.— Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

Hearing Protection

When information indicates that any employee's exposure to noise may equal or exceed an eight-hour average sound level of 85 decibels Whenever employee noise exposure equals or exceeds the standards specified in law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations. ~~(8 CCR 5097, including, when required, monitoring of sound levels, audiogram evaluation and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)~~

Eye Safety Devices

Eye safety devices shall be worn by employees whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause injury to the eyes. (Education Code 32030-~~32034~~)

~~Such activities include, but are not limited to, the following: (Education Code 32031)~~ **First Aid and Medical Services**

~~The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility or district grounds are not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)~~

~~Note: Pursuant to 8 CCR 3400, if ambulance service is not available within 30 minutes under normal conditions, the district may be required by the California Department of Industrial Relations' Division of Occupational Safety and Health to provide stretchers, blankets, or other adequate warm covering.~~

~~The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)~~

~~The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR 3400)~~

~~Note: 8 CCR 3400 requires districts to make provisions in advance, using one or a combination of the provisions specified in items #1-3 below, to ensure that employees receive prompt medical treatment for serious injury or illness. Districts should select the provision(s) that reflect district practice.~~

~~To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)~~

- ~~1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.~~
- ~~2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness.
(cf. 5141.6 - School Health Services)~~
- ~~3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate.~~

Protection from Communicable Diseases and Infections

Note: The following section contains general information in regard to bloodborne pathogens and infectious diseases as it relates to employee safety. For more information regarding bloodborne pathogens, see BP/AR 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens and BP/AR 4119.43/4219.43/4319.43 - Universal Precautions. For more information regarding infectious diseases, see BP 4119.41/4219.41/4319.41 - Employees with Infectious Disease.

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

(cf. 5141.22 - Infectious Diseases)

The Superintendent of designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

COVID-19 Exposure

Note: Pursuant to Labor Code 6409.6, as added by AB 685 (Ch. 84, Statutes of 2020), the district is required to take the following actions whenever it receives notice of potential exposure to COVID-19.

If the district receives notice of potential exposure to COVID-19, the Superintendent or designee shall, within one business day of the notice, take all of the following actions: (Labor Code 6409.6)

1. Provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19. The notice shall be provided in a manner normally used to communicate employment-related information, which may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending.
2. Provide a written notice to the exclusive representative, if any, of employees who were on the premises within the infectious period
3. Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding:

- a. COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation
 - b. Available leave options for exposed employees
 - c. Antiretaliation and antidiscrimination protections of the employee
4. Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, of the disinfection and safety plan that the district plans to complete in accordance with Centers for Disease Control and Prevention guidelines

The above notifications shall be maintained for a period of at least three years. (Labor Code 6409.6)

Note: Labor Code 6409.6, as amended by AB 685, requires the district to provide specified information to the local health agency when a COVID-19 outbreak occurs, as provided below. This notice must contain the same information as would be required in an incident report to the California Department of Industrial Relations' Division of Occupational Safety and Health (Cal/OSHA) Form 300 injury and illness log unless inapplicable or unknown.

If the district is notified of the number of cases that meet the definition of a COVID-19 outbreak, as defined by the California Department of Public Health, within 48 hours, the Superintendent or designee shall, within 48 hours of the notice, notify the local public health agency of the names, number, occupation, and worksite of employees who meet the definition of a qualifying individual. The Superintendent or designee shall continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite. (Labor Code 6409.6)

Note: Pursuant to Labor Code 6325, as amended by AB 685, until January 1, 2023, Cal/OSHA may prohibit entry into a place of employment when, in its opinion, the place of employment exposes employees to the risk of COVID-19 infection and constitutes an imminent hazard to employees. In such cases, CalOSHA will provide a notice that must be posted in a conspicuous place at the place of employment.

In the event that Cal/OSHA prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of COVID-19 infection and constitutes an imminent hazard to employees, the district shall post a notice thereof provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the place of employment, operation, or process is made safe and the required safeguards or safety appliances or devices are provided. (Labor Code 6325)

- ~~1. Working with hot molten metal~~
- ~~2. Milling, sawing, turning, shaping, cutting, grinding and stamping of any solid materials~~
- ~~3. Heat treating, tempering, or kiln firing of any metal or other materials~~
- ~~4. Gas or electric arc welding~~
- ~~5. Repair or servicing of any vehicles, machinery or equipment~~

~~6. Working with hot liquids or solids or with chemicals which are flammable, toxic, corrosive to living tissues, irritating, strongly sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means~~

~~(cf. 5142 – Safety)~~

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: April 10, 2007

revised: February 09, 2021

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

All Personnel

AR 4157.1 ~ 4257.1 ~ 4357.1

WORK-RELATED INJURIES

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of the employee's right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, the employee shall report the work-related injury or illness to the Superintendent or designee as soon as practicable. The employee and appropriate district staff shall also promptly document the date and time of any incident, a description of the incident, and any persons present.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to the employee's dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

Note: Pursuant to Labor Code 3550, 3551, and 5401, all employee notices described above (i.e., the notice that must be posted in a conspicuous place, the notice provided to all employees at the time of hire, and the notice and claim form provided when an employee is injured) must be in a form prescribed by the California Department of Industrial Relations (DIR) Division of Workers' Compensation (DWC). These notices are available on the DWC's web site or through the district's insurer. For districts that employ Spanish-speaking employees, the information must be made available in English and Spanish.

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Note: Pursuant to Labor Code 6409.1, the district must file a report concerning any injury or illness which has, or is alleged to have, arisen out of and in the course of employment. The report is required to be filed with DIR or, if the district is insured through a third party insurer, with the insurer. The following paragraph may be revised to reflect district practice.

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier or DIR, as applicable, within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death shall be filed within five days after being notified of or learning about the death. (Labor Code 6409.1)

Note: Pursuant to Labor Code 6409.1, as amended by AB 1804 (Ch. 199, Statutes of 2019), in addition to the report described above, a report of death or serious injury or illness is required to be immediately reported to the Division of Occupational Safety and Health (Cal/OSHA) by telephone or through an online mechanism established by Cal/OSHA. Labor Code 6409.1 permits districts to make the report by telephone or email until Cal/OSHA has an online mechanism available.

Labor Code 6302, as amended by AB 1805 (Ch. 200, Statutes of 2019), redefines "serious injury or illness" as provided below.

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report to the Division of Occupational Safety and Health (Cal/OSHA) by telephone or through an online mechanism made available by Cal/OSHA. (Labor Code 6409.1)

For the purpose of this report, *serious injury or illness* means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement. (Labor Code 6302)

Claims Related to COVID-19

Note: Until January 1, 2023, Labor Code 3212.86 and 3212.88, as added by SB 1159 (Ch. 85, Statutes of 2020), define "injury" for purposes of workers' compensation as including COVID-19 related illness or death when a positive COVID-19 diagnosis was made within 14 days after the employee performed labor or services at the district's place of employment. Labor Code 3212.86 applies when the diagnosis was made between March 19, 2020 and July 5, 2020, and confirmed by a COVID-19 test within 30 days of the diagnosis. Labor Code 3212.88 applies when the diagnosis was made after July 6, 2020, and the positive test occurred during a period of an outbreak, as defined, at the employee's specific place of employment. Pursuant to Labor Code 3212.86 and 3212.88, a positive diagnosis as specified above creates a presumption that the injury arose out of and in the course of employment.

Unless disputed by the district within 30 or 45 days, as applicable, the Workers' Compensation Appeals Board is bound to find, in accordance with the presumption, that COVID-19 was contracted within the course and scope of employment.

Because of the large number of workers' compensation claims that districts may receive due to COVID-19 infection, districts are encouraged to consult legal counsel as appropriate to determine its impact on the district, including about the use of paid sick leave and eligibility for temporary disability benefits.

Until January 1, 2023, an employee is presumed to be entitled to workers' compensation benefits for illness or death resulting from COVID-19 if the diagnosis was made within 14 days after the employee performed labor or services at the place of employment and if the employee contracted COVID-19 during an outbreak at the employee's specific place of employment. (Labor Code 3212.86, 3212.88)

For this purpose, an *outbreak* means that, within 14 calendar days, one of the following occurs at a specific place of employment: (Labor Code 3212.88)

1. If a specific place of employment has 100 employees or fewer, four employees test positive for COVID-19.
2. If a specific place of employment has more than 100 employees, four percent of the number of employees who reported to the specific place of employment test positive for COVID-19.
3. A specific place of employment is ordered to close by a local public health department, the California Department of Public Health, Cal/OSHA, or the Superintendent due to a risk of infection with COVID-19.

The Superintendent or designee may rebut a presumption that COVID-19 was contracted during the course and scope of employment by offering evidence to the Workers' Compensation Appeals Board, such as the measures that were in place at the employee's specific place of employment to reduce potential transmission of COVID-19 and evidence of an employee's nonoccupational risk of contracting COVID-19. (Labor Code 3212.86, 3212.88)

Legal Reference:

EDUCATION CODE

44984 *Industrial accident and illness leaves, certificated employees*

45192 *Industrial accident and illness leaves, classified employees*

LABOR CODE

3200-4856 *Workers' compensation, especially:*

3212.86 *COVID-19: critical workers pre-July 5, 2020*

3212.88 *COVID-19: critical workers post-July 5, 2020*

3550-3553 *Employee notice*

3600-3605 *Conditions of liability*

3760 *Report of injury to insurer*

4600 *Provision of medical and hospital treatment by employer*

4906 *Disclosures and statements*

5400-5413 *Notice of injury or death*

6302 *Definition of serious injury or illness*

6409.1 *Reports*

CODE OF REGULATIONS, TITLE 8

15596 *Notice of employee rights to workers' compensation benefits*

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Workers' Compensation in California: A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

California Department of Public Health: <https://www.cdph.ca.gov>

SIERRA COUNTY OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: February 09, 2021

Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5113.2

WORK PERMITS

Note: The following optional policy may be revised to reflect district practice. Education Code 49160 requires minors to obtain a work permit issued by the proper educational officers in order to accept employment, even for periods when school is not in session. See the accompanying administrative regulation for further information about the conditions under which a work permit is required, specified exceptions, and the process for issuing permits.

The Governing Board recognizes that part-time job employment can provide students with income, work job experience, and enhanced self-esteem. In accordance with law, valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from school authorities before accepting employment the Superintendent or designee, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

(cf. 6178.1 - Work Experience - Career Technical Education)

Note: Education Code 49111, 49112, and 49116 and Labor Code 1391-1391.1 limit the number of hours that students may work on school days and days when school is not in session; see the accompanying administrative regulation. According to the Department of Industrial Relations' Child Labor Laws, districts have discretion to establish lower limits than provided by law for the maximum number of work hours and may impose additional requirements such as a minimum grade point average (e.g., 2.0) for issuance of a work permit. However, Education Code 49200, as added by AB 908 (Ch. 64, Statutes of 2020), prohibits consideration of grades, grade point average, or school attendance in the event the student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency. See the accompanying administrative regulation. The following optional paragraph should be revised to reflect criteria established by the Board.

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment will be likely to significantly interfere with the student's schoolwork or jeopardize his/her health. Students granted work permits must shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory grades school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

(cf. 5112.1 - Exemptions from Attendance)

Note: Education Code 49130-49135 specify circumstances under which students between the ages of 14 and 18 may receive a permit to work full time.

Work permits shall be limited to part-time employment as defined by law ~~and administrative regulation~~, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

~~Students with~~Any student authorized to work permits may be exempted from attendance in a full-time daywhen school, provided they attend part time classes. Students granted permits for full-time employment is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code ~~48230~~49130, 49131, 49135)

~~(cf. 5112.1 - Exemptions from Attendance)~~

~~(cf. 6178.1 - Work-Based Learning)~~

~~(cf. 6184 - Continuation Education)~~

Legal Reference:

EDUCATION CODE

48230 Exemption from full-time school attendance for students with work permits

48231 Exemption from compulsory attendance for students entering attendance area near end of term

49100-49101 Compulsory attendance

49110-49119 Permits to work

49130-49135 Permits to work full time

49140-49141 Exceptions

49160-49165 Employment of minors; duties of employers

49180-49183 Violations

49200 Permit to work during extended emergency school closure

51760-51769.5 Work experience education

52300-52499.66 Career technical education

LABOR CODE

1285-1312 Employment of minors

1391-1394 Working hours for minors

CODE OF REGULATIONS, TITLE 5

10120-10121 Work permits

16023-16027 District records, retention and destruction

CODE OF REGULATIONS, TITLE 8

11701-11707 Prohibited and dangerous occupations for minors

11750-11763 Work permits and conditions, minor employed in entertainment industry

CODE OF FEDERAL REGULATIONS, TITLE 29

570.1-570.129 Child labor regulations

ATTORNEY GENERAL OPINIONS

18 Ops. Cal. Atty. Gen. 114 (1951)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

~~Work Permit Handbook~~to Employ and Work, Form B1-4

Statement of Intent to Employ a Minor and Request for California Schools, 2003a Work Permit - Certificate of Age, Form B1-1

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 20002013

WEB SITES

California Department of Education, Work Experience Education: <http://www.cde.ca.gov/ci/ct/wo/>

California Department of Industrial Relations: <http://www.dir.ca.gov/>

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Students

AR 5113.2

WORK PERMITS

Note: Education Code 49160 requires all minors to obtain a work permit in order to accept employment. Labor Code 1286 defines "minors" as persons under the age of 18 years who are subject to the state's compulsory attendance laws. Students who are 18 years of age and are no longer subject to compulsory attendance pursuant to Education Code 49101 are not required to obtain a work permit even if they have not yet graduated from high school. Pursuant to Education Code 49114, students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" to be employed. Pursuant to 5 CCR 10120.1, the certificate of age is contained within the California Department of Education's (CDE) Statement of Intent to Employ a Minor and Request for Work Permit - Certificate of Age (Form B1-1), available on its web site.

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including a student who has not yet graduated from high school or has not received a certificate of proficiency, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Note: State and federal labor laws generally require that minors be at least 14 years of age to be employed, although Education Code 49111 authorizes the issuance of a work permit to a minor who is at least 12 years of age for periods when school is not in session.

The authority district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a student 14-17 years of age. The district also may issue a permit to any student 12-17 years of age to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because the student arrived from another state within 10 days before the end of the school term. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work-Based Learning)

If a student has obtained an offer of employment in the entertainment industry, the student shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)

Note: The following paragraph reflects exemptions cited in Education Code 49112 and 49141, Labor Code 1394, and the Department of Industrial Relations' (DIR) Child Labor Laws.

In addition, a student shall not be required to obtain a work permit if the student is self-employed; is working at odd jobs such as yard work and babysitting in private homes where the student is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; is employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

Note: Education Code 49110 specifies persons authorized to issue work permits to ~~an~~ in the district, including the Superintendent, a designated employee holding a services credential with a specialization in pupil personnel services, a certificated work experience education teacher or coordinator, and a principal or other school administrator designated by the principal. Pursuant to Education Code 49110, if the district does not employ or contract with a person holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, the Superintendent may provide written authorization for a person without such qualifications to temporarily issue work permits when the Superintendent is absent from the district. Education Code 49110 also authorizes a charter school chief executive officer or designee, the County Superintendent of Schools or designee, or private school principal or designee to issue a work permit.

Items #1-3 below may be revised to specify the position(s) of the employee(s) responsible for issuing work permits in the district.

The following individuals are authorized to issue a work permit to a student in the district: (Education Code 49110)

1. The Superintendent
2. An employee holding a services credential with a specialization in pupil personnel services or a certificated work experience education teacher or coordinator, when authorized by the Superintendent in writing
3. A principal, or another school administrator designated by the principal, provided that the principal or designee:
 - a. Provides a self-certification that the principal or designee understands the requirements of law for issuing a work permit
 - b. Does not issue a work permit to the principal's or designee's own child

If the person designated to issue work permits is not available, and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may temporarily authorize another person to issue the permit. (Education Code 49110)

The work permit shall contain: (Education Code 49115)

1. The student's name, age, birth date, address, and phone number
2. The place and hours of compulsory part-time school attendance, or statement of exemption, or the hours of compulsory full-time school attendance if the permit is issued for outside of school

hours

3. ~~The maximum number of hours per day and per week that the student may work while school is in session~~
4. ~~The student's social security number~~
5. ~~The signature of the student and the Superintendent or designee~~
6. ~~The date on which the permit expires~~

Application

The

Approval/Revocation of Work Permits

1. ~~No work permit shall be issued until the~~ student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider ~~has filed~~shall file a written request ~~with the district~~for a work permit. (Education Code 49110)

Note: The request for a permit must be submitted to the district on a form approved by CDE pursuant to Education Code 49117 and 49162-49163 (CDE Form B1-1, "Statement of Intent to Employ a Minor and Request for Work Permit - Certificate of Age").

The request for a work permit shall be submitted to the Superintendent or designee on a form approved by the California Department of Education (CDE).

If the student is applying for a full-time work permit, the student and the student's parent/guardian shall generally be required to appear before, and submit the application to, the Superintendent or designee. (Education Code 49132)

Note: Education Code 49200, as added by AB 908 (Ch. 64, Statutes of 2020), and Education Code 49132, as amended by AB 908, establish the following flexibility in the application process in the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency.

In the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency, the required documentation, including signatures, may be collected electronically. In addition, if the application is for a full-time work permit, the student and parent/guardian shall not be required to appear in person before the Superintendent or designee if the completed application has been successfully submitted electronically and the student and parent/guardian have attended a video conference with the person issuing the work permit. (Education Code 49132, 49200)

Approval Process

The Superintendent or designee shall have discretion to determine whether or not to issue the work permit.

Note: The following optional paragraph should be revised to reflect any criteria established by the Governing Board for the issuance of work permits; see the accompanying Board policy.

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of

satisfactory grades and school attendance, and ~~may confer with at least one of to determine whether the student's teachers regarding student possesses the student's~~ motivation and maturity to maintain academic progress while working.

(cf. 5121 - Grades/Evaluation of Student Achievement)

Note: Although districts generally have the authority to impose additional requirements on the issuance of work permits, Education Code 49200, as added by AB 908, prohibits consideration of grades, grade point average, or school attendance in the event of an extended physical closure of the campus due to a natural disaster, pandemic, or other emergency.

However, a work permit shall not be denied based on a student's grades, grade point average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.
2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school.

Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

Note: State and federal regulations pertaining to work hours are summarized in DIR's Child Labor Laws. The following paragraph reflects legal requirements establishing maximum work hours for minors, but may be revised to reflect any more restrictive work hours established by Board policy.

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Note: Pursuant to Education Code 49130-49131, the district may issue a work permit authorizing full-time employment while school is in session to a student age 14-17. However, for students age 14-15, Education Code 49130 specifies that the student must have completed elementary school, the permit must expire at the end of the current school year, and either (1) the student's earnings are needed due to a parent/guardian's death or incapacity to work by reason of illness or injury, (2) the earnings are needed due to the student's inability to reside with the family, or (3) a student who is in foster care has written authorization from a social worker, probation officer, or child protective services worker acting as an officer of the court for the purpose of furthering the goal of emancipation.

Full-time employment may be authorized for students 14-17 years of age in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

Note: Pursuant to Education Code 49117, work permits must be issued on forms prepared and provided by the Superintendent of Public Instruction (SPI), or on forms produced by the district when authorized by the SPI. CDE's "Permit to Employ and Work" (CDE Form B1-4) is available on its web site.

All work permits shall be issued on forms provided by or authorized by CDE. (Education Code 49117)

Note: The following two paragraphs reflect information provided in DIR's Child Labor Laws.

Each permit shall authorize work for a specific employer. Whenever a student changes employers, the student shall request a new permit.

~~The~~, the student may be issued more than one work permit if the student works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

Note: The following optional paragraph is for use by districts that allow principals or their designees to issue work permits; see item #3 in the section "Persons Authorized to Issue Work Permits" above.

Whenever a work permit is issued by a principal or other designated school administrator, the principal or designee shall submit to the Superintendent a copy of each work permit issued, along with a copy of the application. (Education Code 49110)

The Superintendent or designee shall periodically inspect the ~~student's scholastic grades~~ and attendance records of students granted work permits to ensure maintenance of academic progress and any additional criteria established in Board policy.

4. Expiration of Work Permits

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

Note: The following **optional** paragraph may be revised to reflect district practice, including establishing a time period for submitting a renewal request before the permit expires.

Before the work permit expires, a student may apply for a renewed work permit in accordance with the procedures specified in the section "Approval Process" above.

Revocation of Work Permits

5.—The Superintendent or designee shall revoke a student's work permit whenever ~~he/she the Superintendent or designee~~ determines that the employment is impairing the ~~student's~~ health or education, ~~that of the student~~, any provision or condition of the permit is being violated, ~~or that~~ the student is performing work in violation of law, or any condition for the issuance of the permit no longer exists or never existed. (Education Code 49116, 49164; Labor Code 1300)

Permits to Work Part Time When School Is in Session

1. ~~A student 16 or 17 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of~~ The Superintendent may revoke a work permit issued by a principal of a public or private school hours for no more than four hours on any day on located within the district if the Superintendent becomes aware of any grounds upon which the student is required by law to attend school, with the following exceptions: (Education Code 49112, 49116)
 a. ~~The four hour limit may be exceeded if the student is employed in a school approved work experience or cooperative vocational education program or in personnel attendance occupations as defined in Industrial Welfare Commission Minimum Wage Order #15.~~

may be deemed ineligible for a

~~(6178.1—Work Experience Education)~~

~~b. A student may receive a permit to work outside of school hours for no more than eight hours on any day on which the student is required by law to attend school and which immediately precedes a nonschool day.~~

~~2. A student 14 or 15 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of school hours for no more than three hours on any school day and no more than 18 hours in any week.~~ **permit under law. (Education Code 49112, 49116, 49110)**

~~If enrolled in and employed pursuant to a school supervised and school administered work experience and career exploration program, a student 14 or 15 years of age may be employed for up to 23 hours a week, any portion of which may occur during school hours. (Education Code 49116)~~

~~3. A student who is 13 years old and has completed the sixth grade may receive a permit to work no more than two hours on any given day, and a maximum of four hours each week, provided that both~~

Retention of Records

Note: A work permit is classified as Class 3 - Disposable Record pursuant to 5 CCR 16026 and thus should not be destroyed until four years after it was issued. See AR 3580 - District Records for further information about the classification and disposal of records.

The Superintendent or designee shall retain a copy of the following conditions are met: (Education Code 49112)

~~a. The student has been identified by~~ **work permit application and the** district as exhibiting the potential to drop out of school.

~~b. The student is participating in an employment program that is conducted on school premises and sponsored by one or more school districts to foster student appreciation of the importance of education in preparing for future employment and education.~~

~~Permits to Work Full Time When School Is In Session, Students 14 or 15 Years of Age~~

~~A permit to work full time may be issued to a student 14 or 15 years of age who has completed elementary school, provided that the permit expires no later than~~ **until the end of the** current school **fourth year** and that one of the following circumstances exists: (Education Code 49130)

~~1. The parent/guardian presents a sworn statement that the parent/guardian is incapacitated for labor through illness or injury or that, through the death or desertion of the father or mother, the family is in need of the student's earnings and that sufficient aid cannot be secured in any other manner.~~

~~2. The student is unable to reside with his/her family and needs the earnings for his/her own support.~~

~~3. The student is residing with a foster care provider, or a guardian receiving foster care funds for the student, provided that:~~

~~a. The provider or guardian obtains written authorization from the student's social worker, probation officer, or child protective services worker acting as an officer of the court~~

~~b. The student's case plan documents that the purpose of the employment is to further the goal of emancipation pursuant to law, or to enable the student to learn necessary skills, habits, and responsibilities related to maintaining employment~~ **after**

~~The Superintendent or designee shall sign a statement that he/she has investigated the conditions under which~~ **the work permit** application has been made and has judged that the student's earnings are necessary for the student's support and that sufficient aid cannot be secured in another manner.

~~If issuing a work permit subject to circumstance in item #3 above, the Superintendent or designee shall sign a statement that he/she has received authorization from the student's social worker, probation officer, or child protective services worker. (Education Code 49130 was issued. (5 CCR 16026)~~

~~No permit to work full time may be granted until the Superintendent or designee has received, examined, approved, and filed the following documents: (Education Code 49133)~~

~~1. The student's school record, including age, grade and attendance for the current term, signed by the principal or teacher~~

~~2. Evidence of sufficient age, such as a birth certificate, passport or affidavit of the student's age, signed by the parent/guardian~~

~~3. A written statement from the prospective employer stating that work is waiting for the student and describing the nature of the work~~

~~A student who applies for a full time work permit pursuant to the above circumstances shall be duly enrolled in a work experience education program. (Education Code 49130)~~

~~Permits to Work When School Is Not in Session~~

~~(cf. 3580 - District Records)~~

~~(cf. 5125 - Student Records)~~

~~Students over age 12 and under age 18 may receive a permit to work on a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state within 10 days before the end of the school term pursuant to Education Code 48231. (Education Code 49111)~~

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation approved: April 10, 2007

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Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5126

AWARDS FOR ACHIEVEMENT

The Governing Board of Education encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, athletic/artistic, extracurricular, ~~or athletic, and~~ community service activities.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6142.4 - Service Learning/Community Service Classes)

District/School Awards

Note: Education Code 44015 authorizes the Governing Board to give district-level awards to students for "excellence" and mandates that the district adopt rules and regulations implementing any such awards program. See the accompanying administrative regulation for language implementing this mandate.

Pursuant to Education Code 44015, when such an awards program is established in a district, the Board must budget funds for this purpose, but may authorize awards from funds under its control whether or not budgeted funds have been provided or the budgeted funds are exhausted.

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or ~~cash~~monetary gift.

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diploma

Note: The following optional section is for use by districts that maintain high schools. Education Code 51450-51455 establish the Golden State Seal Merit Diploma which may be awarded by the Superintendent of Public Instruction (SPI) and the State Board of Education to students identified as demonstrating mastery of the high school core curriculum. See the accompanying administrative regulation for eligibility criteria.

At graduation from high school, ~~special recognition shall be awarded to those~~ students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The Superintendent or designee shall identify graduating high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

(cf. 6162.51 - ~~Standardized Testing and Reporting Program~~ State Academic Achievement Tests)

State Seal of Biliteracy Award

Note: The following optional section is for use by districts maintaining one or more high schools. Education Code 51460-51464 establish the State Seal of Biliteracy, a voluntary program which recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English. The SPI will provide an insignia that can be affixed to the diploma or transcript of eligible students. See the accompanying administrative regulation for eligibility criteria for the award. Districts that choose to adopt their own criteria and present a district-level biliteracy award may revise the following paragraph accordingly.

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. (Education Code 51460-51464)

(cf. 6142.2 - World~~Foreign~~ Language Instruction)

(cf. 6174 - Education for English ~~Language~~-Learners)

Note: The following optional paragraph is for use by districts that choose to present biliteracy awards at other grade levels, and should be revised to reflect district practice. Californians Together, a statewide coalition working to enhance the success of English learners, recommends issuing local "pathway awards" recognizing benchmarks toward biliteracy at preschool, grade 3, end of elementary school, end of middle school, and when a student who is an English learner is reclassified as fluent English proficient.

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

State Seal of Civic Engagement

Note: The following optional section is for use by districts that recognize students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Education Code 51470-51474 establish the State Seal of Civic Engagement, a voluntary program which encourages and creates pathways for students in elementary and secondary schools to become civically engaged in democratic governmental institutions at the local, state, and national levels.

The SPI will provide an insignia that can be affixed to the diploma or transcript of eligible students. See the accompanying administrative regulation for eligibility criteria for the award.

The Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51474)

Note: The following paragraph reflects information on the California Department of Education's web site emphasizing that the criteria are written to ensure that no student is excluded from the opportunity to earn the State Seal of Civic Engagement based on academic ability, alternative school settings, or unique or unconventional expressions of civic engagement.

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 6157 - Distance Learning)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

Scholarship and Loan Fund

Note: The following section is for use by districts that choose to establish and maintain a scholarship and loan fund pursuant to Education Code 35310-35319. If the district chooses to establish such a fund, it should revise the following paragraph to reflect only those purposes for which it wishes to make funds available.

The Board shall establish and maintain a scholarship and loan fund which shall be used to provide interest-free loans for educational advancement, scholarship, and/or grants-in-aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Note: If the district establishes a committee to administer the scholarship and loan fund, or if the number of Board members who serve on the committee constitutes a majority of the Board, the committee is required to comply with open meeting laws pursuant to Government Code 54950-54963 (the Brown Act). See AR 1220 - Citizen Advisory Committees and BB 9130 - Board Committees.

The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. (Education Code 35310)

Note: If the district chooses to establish and maintain a scholarship and loan fund, it is **mandated** pursuant to Education Code 35310 to develop rules and regulations specifying the term of office and method of selection of the community, faculty, administrative, and student representative members of the committee appointed to administer the fund. The following paragraph may be revised to reflect district practice.

The Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the Superintendent. Members of this committee shall serve two-year terms.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. (Education Code 35313)

The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)

*Legal Reference:*EDUCATION CODE220 *Nondiscrimination*35160 *Authority of governing boards*35310-35319 *Scholarship and loan funds*44015 *Awards to employees and students*51243-51245 *Credit for private school foreign language instruction*51450-51455 *Golden State Seal Merit Diploma*51460-51464 *State Seal of Bilingual*51470-51474 *State Seal of Civic Engagement*52164.1 *Assessment of English language skills of English learners*GOVERNMENT CODE54950-54963 *Brown Act open meeting laws*CODE OF REGULATIONS, TITLE 5876 *Golden State Seal Merit Diploma*1632 *Credit for private school foreign language instruction*~~11510-11516 *California*~~ 11517.6-11519.5 *English Language Development Test Proficiency Assessments for California**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSSSCE Implementation GuidanceWEB SITESCSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>Californians Together: <http://www.californianstogether.org>

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Policy adopted: April 10, 2007
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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Students

AR 5126

AWARDS FOR ACHIEVEMENT

District/School Awards

Note: Education Code 44015 authorizes the Governing Board to give district-level awards to students for "excellence." Before any awards are given under the authority of this law, the district is mandated to adopt rules and regulations implementing the awards program. The Board may delegate the authority to establish criteria for these awards to the Superintendent or designee; see the accompanying Board policy. The following section should be revised to reflect any such rules and regulations adopted by the district.

The Superintendent or designee may appoint an awards committee at each school which may consist of school administrators, ~~teachers~~staff members, parents/guardians, community members, and student representatives. The committee shall submit recommendations for student awards to the Superintendent or designee for approval.

(cf. 1220 - Citizen Advisory Committees)

Individual awards in excess of \$200 must be expressly approved by the Governing Board of Education. (Education Code 44015)

Golden State Seal Merit Diploma

Note: The following optional section is for use by districts that maintain high schools. Education Code 51450-51455 require the State Board of Education (SBE) to determine the means and the performance standards or achievement levels that demonstrate mastery of the curriculum for the purpose of awarding the Golden State Seal Merit Diploma. Eligibility criteria are published on the California Department of Education (CDE) web site and described below.

To be eligible to receive the Golden State Seal Merit Diploma upon graduation from high school, a student shall complete all requirements for a high school diploma and shall demonstrate, in accordance with the means adopted by the State Board of Education, mastery of the curriculum in mathematics, English language arts, science, ~~United States~~U.S. history, -and two other subject matter areas selected by the student: by meeting at least one of the following criteria for each subject: (Education Code 51451, 51452; 5 CCR 876)

1. Mathematics and English language arts

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school Smarter Balanced Summative Assessment

2. Science

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school California Science Test taken in grade 10 or 11

3. U.S. history

- a. A grade of at least B or the numerical equivalent in the required U.S. history course each semester
- b. A qualifying score that demonstrates mastery of the subject as determined by the district for an exam produced by a private provider or the district

4. Two additional subject areas of the student's choosing

- a. Any additional qualifying grade or score listed above, earned for the subject of English language arts, mathematics, science, or U.S. history not already used to meet eligibility
- b. A grade of at least B or the numerical equivalent upon completion of high school courses in other subjects
- c. A qualifying score that demonstrates mastery of other subjects, as determined by the district, for an exam produced by a private provider or the district

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. -6162.51 - State Academic Achievement Tests)

~~*(cf. 6162.52 - High School Exit Examination)*~~

The Superintendent or designee shall maintain appropriate records to identify students who ~~are eligible for~~ have earned the merit diploma Golden State Seal Merit Diploma and shall affix an insignia to the high school diploma and transcript of each such student ~~awarded the merit diploma.~~ (Education Code 51454)

(cf. 5125 - Student Records)

Note: CDE requires each district to annually submit one districtwide insignia request on a form provided by CDE. CDE's web site encourages districts to submit the request far enough in advance of the graduation ceremony date to allow sufficient time for processing by CDE and for district staff to place the insignias on the diplomas. CDE begins mailing requested insignias the first week of April.

The Superintendent or designee shall submit an insignia request form to the California Department of Education in sufficient time to allow for processing of the request prior to the high school graduation ceremony.

State Seal of Biliteracy Award

Note: The following optional section is for use by districts that maintain high schools and choose to recognize graduating students' bilingual/multilingual proficiency with the State Seal of Biliteracy pursuant to Education Code 51460-51464; see the accompanying Board policy. Districts that choose to present biliteracy awards to students at other grade levels may revise the following section to add eligibility criteria for those awards.

Pursuant to Education Code 51461, as amended by SB 98 (Ch. 24, Statutes of 2020), the Superintendent of Public Instruction (SPI) may provide alternative criteria for students on track to graduate in 2020 or 2021 who did not receive a letter grade in English language arts or were not able to take the English Language Proficiency Assessments for California (ELPAC) or due to COVID-19. The SPI has determined that students who were unable to take the ELPAC may meet the requirement based on their prior ELPAC score and consultation with the student's teachers. In addition, the requirement to take the California Assessment of Student Performance and Progress is waived for students who were not able to take the exam, and students who completed all required English language arts courses through distance learning but did not receive a letter grade due to COVID-19 are eligible to earn the State Seal of Biliteracy if all other requirements are met. For further information, see CDE's State Seal of Biliteracy FAQs located on its web site.

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall demonstrate, in accordance with state criteria, a high level of proficiency in English and at least one other language, which may include American Sign Language. A student whose primary language is other than English shall also attain, by meeting all of the required proficiency level on the state test of English language proficiency, following state-established criteria: (Education Code 51461)

1. Completion of all English language arts requirements for graduation with an overall grade point average of at least 2.0 in those classes
2. Passage of the California Assessment of Student Performance and Progress for English language arts or any successor test administered in grade 11 at or above the "Standard Met" achievement level
3. Proficiency in one or more languages other than English, demonstrated through one of the following methods:
 - a. Passage of a world language Advanced Placement (AP) exam with a score of 3 or higher or an International Baccalaureate (IB) exam with a score of 4 or higher
 - b. Successful completion of a four-year high school course of study in a world language, attaining an overall grade point average of at least 3.0 in that course of study, and oral proficiency in the language comparable to that required on an AP or IB exam
 - c. If no AP exam or off-the-shelf language test exists, passage of a district language exam that can be certified to meet the rigor of a four-year high school course of study in a given language and, at a minimum, assesses speaking, reading, and writing in a language other than English at the proficient level or higher
 - d. If a language is not characterized by listening, speaking, or reading, or for which there is no written system, passage of an assessment on the modalities that characterize communication in that language at the proficient level or higher

e. Passage of the SAT II world language exam with a score of 600 or higher
 (cf. 6141.4 - International Baccalaureate Program)
 (cf. 6141.5 - Advanced Placement)
 (cf. 6142.2 - World/~~Foreign~~ Language Instruction)

To be eligible to receive the State Seal of Biliteracy, a student whose primary language is other than English shall also attain the level which demonstrates English language proficiency on the state's English Language Proficiency Assessments for California. (Education Code 51461)
 (cf. 6174 - Education for English ~~Language~~-Learners)

Note: CDE requires each district to submit one districtwide insignia request on a form provided by CDE. CDE recommends submitting the online form, which can be found on CDE's web site, four weeks prior to the graduation date to allow sufficient time for CDE to mail the insignias and for the district to affix the insignias to the diplomas. CDE will mail the insignias within two weeks of receiving the online request.

The Superintendent or designee shall maintain appropriate records to identify high school students who ~~qualify for~~have earned the ~~award~~State Seal of Biliteracy and shall affix the insignia to the high school diploma or transcript of each such student ~~who earns the award~~. (Education Code 51463)

State Seal of Civic Engagement

Note: The following **optional** section is for use by districts that choose to present the State Seal of Civic Engagement to students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government pursuant to Education Code 51470-51474; see the accompanying Board policy. The following criteria, adopted by SBE in September 2020, are intended to provide districts with a framework for making determinations of student qualifications based on local contexts.

CDE's SSCE Implementation Guidance, available on its web site, offers ideas and considerations for districts in the implementation of the criteria.

To be eligible to receive the State Seal of Civic Engagement, a student shall meet district requirements for all of the following state-established criteria:

1. Be engaged in academic work in a productive way
2. Demonstrate a competent understanding of U.S. and California Constitutions, functions and governance of local governments, tribal government structures and organizations, the role of the citizen in a constitutional democracy, and democratic principles, concepts, and processes
3. Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts
4. Demonstrate civic knowledge, skills, and dispositions through self-reflection
5. Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society

Note: CDE provides the insignias to be affixed to students' diplomas or transcripts indicating the award of the State Seal of Civic Engagement. When ordering the insignias, districts will self-certify that students earned the award based on locally created criteria.

The Superintendent or designee shall maintain appropriate records to identify students who have earned the State Seal of Civic Engagement and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51473)

Scholarship and Loan Fund

Note: The following section is for use by any district that has established a scholarship and loan fund pursuant to Education Code 35310-35319; see the accompanying Board policy. Districts that have not established such a program should delete this section.

The Superintendent shall serve as chief executive officer of the scholarship and loan fund and as chairperson of the district committee established to administer the fund. The committee shall meet at least once each fiscal year and at other such times as it may be called into session by the Superintendent. (Education Code 35311, 35312)

Scholarship and loan funds shall be deposited, administered, and audited in accordance with Education Code 35314 and 35318.

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

Note: If the district has chosen to maintain a scholarship and loan fund, it is mandated by Education Code 35316 to adopt regulations governing applications, provided such regulations do not limit student eligibility based on any conditions listed in Education Code 220; see BP 0410 - Nondiscrimination in District Activities and Programs. The following paragraph may be expanded to describe the district's application procedures.

The Superintendent or designee shall establish criteria, procedures, and deadlines for student applications for scholarships and/or loans from the fund. As applicable, the Superintendent or designee may require the student to submit letters of recommendation or other supplementary materials providing evidence of the student's accomplishments and/or need.

(cf. 0410 - Nondiscrimination in District Activities and Programs)

Notifications

Note: The following optional section may be revised to reflect programs offered by the district.

The Superintendent or designee shall annually distribute information about eligibility requirements for the Golden State Seal Merit Diploma, State Seal of Biliteracy, State Seal of Civic Engagement, and/or any district awards programs to students at the applicable grade levels.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5141.31

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 6142.8 - Comprehensive Health Education)

Note: The following optional paragraph should be revised to reflect the grade levels and programs offered by the district.

Health and Safety Code 120335 requires districts to ensure that students are fully immunized prior to admission and are fully immunized against all specified diseases before advancing to grade 7. See the accompanying administrative regulation for requirements pertaining to the immunization record, including the diseases for which students must be immunized.

Health and Safety Code 120335, provides that such immunization requirements do not apply when a parent/guardian files a letter or affidavit prior to January 1, 2016 stating personal beliefs opposed to immunization (effective only until the student enters the next grade span), a student is enrolled in independent study and does not receive classroom-based instruction, or a student who qualifies for an individualized education program (IEP) is accessing any special education and related services required by the student's IEP. Additionally, Health and Safety Code 120730, as amended by SB 276 (Ch. 278, Statutes of 2019) and SB 714 (Ch. 281, Statutes of 2019), and Health and Safety Code 120372, as added by SB 276 and amended by SB 714, specify the conditions under which a medical exemption is effective. See the accompanying administrative regulation for further information about exemptions.

Each student enrolling for the first time in a district ~~elementary or secondary~~ school, preschool, or child care and development program or, ~~after July 1, 2016,~~ enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that ~~he/she~~ the student has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

Note: 17 CCR 6035 allows a student transferring from another school in the United States to be conditionally admitted for up to 30 school days while waiting for the transfer of immunization records from the student's previous school; see the accompanying administrative regulation. However, the California Department of Public Health's California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools recommends that schools request parents/guardians to bring their child's personal immunization record from the child's health care provider to registration, rather than waiting for the cumulative file.

Pursuant to 42 USC 11431 and Education Code 48853.5, homeless children and foster youth must be immediately enrolled even if they are unable to produce records normally required for enrollment, including medical records. See AR 6173 - Education for Homeless Children and AR 6173.1- Education for Foster Youth. In addition, pursuant to Education Code 49701, children of military families must be allowed 30 days from the date of enrollment to obtain required immunizations; see AR 6173.2 - Education of Children of Military Families. These exceptions are also addressed in the accompanying administrative regulation.

Transfer students shall be requested to present his/her immunization record, if possible, records upon registration at a district school/schools if possible.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

Note: The following optional paragraph is for use by districts that permit medical personnel to administer immunizations at school as authorized by Education Code 49403. Pursuant to Education Code 49403, immunizations may be provided by a licensed physician or, if acting under the direction of a supervising physician, a registered nurse (including a school nurse), physician assistant, nurse practitioner, licensed vocational nurse, or nursing student acting under the supervision of a registered nurse. The authority of any health care practitioner, other than a licensed physician, to administer immunizations in a school immunization program is limited to immunizations for annual seasonal influenza, influenza pandemic episodes, and other diseases that represent a current or potential outbreak as declared by a federal, state, or local public health officer. Whenever a health care provider is authorized to administer immunizations at school, the school nurse must be notified and must maintain control, as necessary, as the supervisor of health in accordance with Education Code 44871 and other statutes.

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 48980, 49403)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44871 Qualifications of supervisor of health

46010 Total days of attendance

48216 Immunization and exclusion from attendance

48853.5 Immediate enrollment of foster youth

48980 Required notification of rights

49403 Cooperation in control of communicable disease and immunizations

49426 Duties of school nurses

49701 Flexibility in enrollment of children of military families

51745-51749.6 Independent study

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease, especially:

120335 *Immunization requirement for admission*
[120372 Statewide medical exemption electronic standardized form](#)
 120395 *Information about meningococcal disease, including recommendation for vaccination*
 120440 *Disclosure of immunization information*
CODE OF REGULATIONS, TITLE 5
 430 *Student records; definition*
CODE OF REGULATIONS, TITLE 17
 6000-6075 *School attendance immunization requirements*
UNITED STATES CODE, TITLE 20
 1232g *Family Educational Rights and Privacy Act*
UNITED STATES CODE, TITLE 42
 11432 *Immediate enrollment of homeless children*
CODE OF FEDERAL REGULATIONS, TITLE 34
 99.1-99.67 *Family Educational Rights and Privacy*

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
[California Exemptions FAQs](#)
[Guide to Immunization Handbook Requirements for Pre-kindergarten \(Child Care Programs and Schools, August 2015\)](#)
[Guide to Immunizations Required for Child Care](#)
[Guide to Immunizations Required for School Entry](#)
[Immunization Requirements for K-12th Grade](#)
[Parents' Guide to Immunizations Required for Pre-kindergarten \(Child Care\)](#)
[Parents' Guide to Immunizations Required for School Entry](#)
[Vaccinations and Medical Exemptions Questions and Answers](#)
[California Immunization Handbook for Pre-kindergarten \(Child Care\) Programs and Schools, 10th Edition, July 2019](#)
EDUCATION AUDIT APPEALS PANEL PUBLICATIONS
[Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, July 2015](#)
U.S. DEPARTMENT OF EDUCATION GUIDANCE
[Family Educational Rights and Privacy Act \(FERPA\) and H1N1, October 2009](#)
WEB SITES
 California Department of Education: <http://www.cde.ca.gov>
 California Department of Public Health, Immunization Branch:
<http://www.cdph.ca.gov/programs/cid/dcdc/pages/immunize.aspx>
 California Department of Public Health, Shots for Schools: <http://shotsforschoolswww.shotsforschool.org>
[California Health & Human Services Agency: http://www.chhs.ca.gov/](#)
 Centers for Disease Control and Prevention: <http://www.cdc.gov>
 Education Audit Appeals Panel: <http://www.eaap.ca.gov>
 U.S. Department of Education: <http://www.ed.gov>

SIERRA COUNTY OFFICE OF EDUCATION
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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Students

AR 5141.31

IMMUNIZATIONS

Required Immunizations

Note: The following optional paragraph may be revised to reflect district practice. The California Department of Public Health's (CDPH) California Immunization Handbook for (Child Care) Programs and Schools recommends that districts provide parents/guardians with a written notice of immunization requirements. The CDPH's Parents' Guide to Immunizations Required for School Entry and Parents' Guide to Immunizations Required for Pre-kindergarten (Child Care), available on its web site, may be used for this purpose.

Upon a student's registration at a district school, the Superintendent or designee shall provide the student's parents/guardians, ~~upon school registration,~~ a written notice summarizing the state's immunization requirements.

Note: The following paragraph should be revised to reflect the grade levels and programs offered by the district. Health and Safety Code 120335 requires districts to ensure that students are fully immunized prior to admission and when entering grade 7. See 17 CCR 6025 and CDPH's California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools for details regarding the ages/grades at which specific immunizations are required and the doses needed.

The Superintendent or designee shall not unconditionally admit any student to a district ~~elementary or secondary~~ school, preschool, or child care and development program for the first time nor, ~~after July 1, 2016,~~ admit or advance any student to grade 7, unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR ~~6020~~6025)

1. Measles, mumps, and rubella ~~(MMR)~~
2. Diphtheria, tetanus, and pertussis (whooping cough) ~~(DTP, DTaP, or Tdap)~~
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease ~~designated~~deemed appropriate by ~~the~~ CDPH
(cf. 5141.22 - Infectious Diseases)
(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)
 (cf. 6170.1 - Transitional Kindergarten)

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

Note: State law does not exempt from vaccination requirements students who qualify for an individualized education program (IEP). However, Health and Safety Code 120335 specifies that its provisions do not prohibit a student who qualifies for an IEP from "accessing any special education and related service" required by the student's IEP. The district should consult legal counsel if it has questions about how to ensure compliance with vaccination requirements consistent with a student's IEP. The district may want to consider holding an IEP meeting to resolve any potential conflicts with the IEP.

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related ~~services~~ services required by ~~his/her~~ the student's IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

(cf. 6159 - Individualized Education Program)

Note: According to CDPH's California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools, the immunization record may be a personal record with entries made by the physician or agency performing the immunization, the California School Immunization Record (often referred to as the "blue card") or equivalent school record, another state's or country's school record, or a record accessed through the California Immunization Registry (CAIR). 17 CCR 6070 specifies the information that must be included in the record.

School personnel shall record information for each student regarding all doses of required immunizations and the status of all requirements in accordance with 17 CCR 6070. The school records shall be based on the student's immunization record ~~shall be~~ provided by the student's health care provider ~~or~~, from the student's previous school immunization record. ~~The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17, or through the California Immunization Registry (CAIR). (17 CCR 6070)~~

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

~~1. The parent/guardian files with the district a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120370; 17 CCR 6051)~~

Note: Pursuant to Health and Safety Code 120372, as added by SB 276 (Ch. 278, Statutes of 2019), starting January 1, 2021, the Governing Board will only be able to accept a medical exemption request that is made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by CDPH and transmitted using CAIR. If a medical exemption was authorized prior to adoption of a statewide standardized form, the parent or guardian must submit, by January 1, 2021, a copy of the exemption for inclusion into the state database in order for the exemption to remain valid.

Health and Safety Code 120370, as amended by both SB 276 and SB 714 (Ch. 281, Statutes of 2019), requires that a student who has a medical exemption issued prior to January 1, 2020 be allowed to continue enrollment until the next grade span, except that, after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized pursuant to Health and Safety Code 120335 or a medical exemption form has been filed in compliance with Health and Safety Code 120372.

Pursuant to Health and Safety Code 120372.05, as added by SB 276, a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services.

For more information about the revocation of a student's medical exemption, see CDPH's Vaccination and Medical Exemptions Questions and Answers, available on its website.

1. A medical exemption is submitted using the standardized form developed by CDPH and transmitted using CAIR which includes, but is not limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary. (Health and Safety Code 120372)

A student who has a medical exemption issued prior to January 1, 2020 shall be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above. (Health and Safety Code 120370)

A temporary exemption shall not exceed one year, and all medical exemptions shall not extend beyond the grade span. (Health and Safety Code 120372)

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance pursuant to 17 CCR 6050, as described below. (Health and Safety Code 120372)

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student shall continue in attendance and shall not be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation. (Health and Safety Code 120372, 120372.05)

Note: Health and Safety Code 120335 provides that a personal beliefs exemption may be granted for any student whose parent/guardian files a letter or affidavit prior to January 1, 2016 stating beliefs opposed to immunization, and that such exemption shall be effective until the student enters the next grade span. For this purpose, Health and Safety Code 120335 defines three grade spans: birth through preschool, grades K-6 (including TK), and grades 7-12. For example, a student granted a personal beliefs exemption in preschool must be immunized when entering kindergarten, and a student granted such an exemption in grade 4 must be immunized when entering grade 7. The district may revise item #2 to reflect grade levels offered by the district.

2. The student's parent/guardian ~~files~~filed with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to ~~his/her~~the student's personal beliefs, in which case the student shall be exempted from the immunization until ~~he/she~~the student enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)
(*cf. 6141.2 - Recognition of Religious Beliefs and Customs*)

Note: The following paragraph reflects CDPH's Exemptions FAQs, which indicate that a personal beliefs exemption filed before January 1, 2016 may be transferred to another school or child care facility within the same district or in another school district within California, but may not be transferred if a student transfers from another state or country. CDPH's position is that a personal beliefs exemption from another state or country is not valid. The district should consult legal counsel if any question arises regarding the validity of a student's personal beliefs exemption.

When a student transfers to a different school within the district or transfers into the district from another school district in California, ~~his/her~~the student's personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction. (Health and Safety Code 120335)
(*cf. 6158 - Independent Study*)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: ~~(Health and Safety Code 120340; 17 CCR 6000, 6035) the student has not received all the immunizations~~

~~1. The student has not received all the immunizations~~ required for ~~his/her~~the student's age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.

~~2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.~~

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035. (Health and Safety Code 120340; 17 CCR 6035)

(*cf. 5145.6 - Parental Notifications*)

In addition, a transfer student may be conditionally admitted for up to 30 school days while ~~his/her~~the student's immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. ~~Â-~~ (17 CCR ~~6070~~6035)

~~The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall~~

~~be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)~~

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she/the student is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, the student shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6040, 6070)

Exclusions Due to Lack of Immunizations

~~AnyIf an enrolled student without the required evidence of who was previously believed to be in compliance with immunization may be excluded from school until the immunization requirements is obtained subsequently discovered to not be in compliance with requirements for unconditional or an exemption is granted in accordance with the section "Exemptions" above.~~

~~*(cf. 5112.2 - Exclusions from Attendance)*~~

~~*(cf. 6183 - Home and Hospital Instruction)*~~

~~Before an already admitted student is excluded from school attendance because of lack of immunization conditional admission, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption must be provided within 10 school days.~~ This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

~~*(cf. 5112.2 - Exclusions from Attendance)*~~

~~*(cf. 5141.6 - School Health Services)*~~

The Superintendent or designee shall exclude from further attendance ~~any already admitted an~~ enrolled student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until ~~he/she provides written evidence~~ documentation is provided indicating that he/she/the student has received a dose of each required vaccine due at that time. ~~The student shall also be reported to the attendance supervisor or principal. (17 CCR 6040, 6055)~~

The student shall also be reported to the attendance supervisor or principal.

Exclusion Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his/her/the student's documentation of immunization

does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer ~~informs the district in writing that he/she~~ is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Records

Note: An immunization record that is directly related to a student is an "education record" subject to the Family Educational Rights and Privacy Act (20 USC 1232g; 34 CFR 99.1-99.67) and therefore generally requires parent/guardian consent to be lawfully disclosed. However, pursuant to 20 USC 1232g and 34 CFR 99.31 and 99.36, an exception exists when knowledge of the information is necessary to address an articulable and significant threat to the health or safety of the student or other individuals.

Each student's immunization record shall be retained as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

Note: Pursuant to Health and Safety Code 120375, as amended by SB 276, the district is required to file the written report on the immunization status of new students to CDPH and the local department of public health annually. The required forms are available on CDPH's ShotsforSchool web site.

At least annually, the Superintendent or designee shall file a written report on the immunization status of new students with CDPH and the local department of public health on forms prescribed by CDPH. (Health and Safety Code 120375; 17 CCR 6075)

Audits

Note: The Education Audit Appeals Panel's Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting requires an audit of the immunization records for any school which, in the previous year, failed to submit immunization assessment reports to CDPH for kindergarten or grade 7 or reported a combined conditional admission and overdue rates greater than 10 percent in kindergarten or grade 7. CDPH's ShotsforSchool web site contains information as to whether a school meets either of these conditions.

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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