

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

May 10, 2022

6:00pm Regular Session

**Loyalton:** Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118

Patty Hall, Clerk, District 1 – phall@spjUSD.org  
Tom Mooers, District 2 – tmooers@spjUSD.org  
Christina Potter, Vice President, District 3 - cpotter@spjUSD.org  
Nicole Stannard, District 4 – nstannard@spjUSD.org  
Mike Moore, District 5 – mmoore@spjUSD.org

*In accordance with AB 361, effective October 1, 2021, pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education will suspend the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing.*

**Zoom:** <https://us02web.zoom.us/j/81292821434>

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

Webinar ID: 812 9282 1434

*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. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Resignation for Patrick Wilson, Teacher, Downieville High School, .44 FTE, effective June 10, 2022
- b. Resignation for Ana Ramirez-Suarez, Speech Aide, .60 FTE (18 hours/week), effective June 10, 2022
- c. Resignation for Katie Campbell, Instructional Aide for Severely Handicapped, Loyalton High School, 1.0 FTE, effective June 10, 2022
- d. Adult Education portable placement update

2. Business Report

- a. Account Object Summary-Balance from 07/01/2021 to 04/30/2022\*\*

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)

F. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held April 12, 2022\*\*
2. Approval of Board Report-Checks Dated 04/01/2022 through 04/30/2022\*\*

G. ACTION ITEMS

1. New Business

- a. Presentation of the 2022-2023 Proposed Local Control and Accountability Plan\*\*
  1. Community meetings to be held at 5:30pm on May 17<sup>th</sup> in Loyaltown and May 18<sup>th</sup> in Downieville

***PUBLIC HEARING – SCOE Local Control and Accountability Plan (LCAP)***

- b. Public Hearing to receive public comment on the 2022-2023 Proposed LCAP  
*~Scheduled to be presented for approval June 21, 2022~*

***PUBLIC HEARING – SCOE Budget***

- c. Public Hearing to receive public comment on the 2022-2023 SCOE Budget  
*~Scheduled to be presented for approval June 21, 2022~*

***PUBLIC HEARING – Proposition 30, Education Protection Account***

- d. Public Hearing to receive public comment on the use of Proposition 30 Funding for 2022-2023

- e. Approval of assignments for 2022-2023 Extra Duty Athletic Coaches\*\*

- f. Approval of assignments for 2022-2023 Extra Duty Non-Athletic positions\*\*

- g. Approval of utilizing AB 361 for meetings conducted through June 21, 2022

*~This suspends the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing*

*~AB 361 expires January 01, 2024*

*~Zoom will be available for the public with or without utilizing AB 361*

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- h. 5111—Admissions

1. Board Policy, *revisions\*\**

2. Administrative Regulation, *revisions\*\**

- i. 5113—Absences and Excuses

1. Administrative Regulation, *revisions\*\**

- j. 5142—Safety

1. Administrative Regulation, *revisions\*\**

- k. 5145.6—Parental Notifications

1. Exhibit, *revisions\*\**

- l. 6173—Education for Homeless Children

1. Board Policy, *revisions\*\**

2. Administrative Regulation, *revisions\*\**

3. Exhibit (1), *revisions\*\**

4. Exhibit (2), *revisions\*\**

- m. 9322—Agenda/Meeting Materials

1. Bylaw, *revisions\*\**

H. ADVANCED PLANNING

1. Next Regular Board Meetings will be held on **June 21, 2022**, at Downieville School, 130 School St, Downieville CA 95936, beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm. Zoom videoconferencing will be available for the public.
2. Suggested Agenda Items

I. ADJOURN



James Berardi, Superintendent  
Secretary to the County Board of Education

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

James Berardi, Superintendent – [jberardi@spjUSD.org](mailto:jberardi@spjUSD.org)  
Kristie Jacobsen, Administrative Assistant to the Superintendent – [kjacobson@spjUSD.org](mailto:kjacobsen@spjUSD.org)  
Nona Griesert, Business Manager – [ngriesert@spjUSD.org](mailto:ngriesert@spjUSD.org)  
Office: 530-993-1660 x0

Email [schoolinfo@spjUSD.org](mailto:schoolinfo@spjUSD.org) to be added to the agenda email list.



Balances through April						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	307,843.00	398,045.00	62,866.84	257,869.37	77,308.79
1115	Certificated Extra Duty	1,000.00	430.00		430.00	.00
1120	Certificated Substitutes	7,500.00	5,527.00		4,730.00	797.00
1200	Certificated Pupil Support Ser	56,444.00	52,489.00	5,351.66	28,114.30	19,023.04
1300	Certificated Supervisor Admini	197,315.00	204,355.00	33,061.20	169,043.20	2,250.60
1310	Teacher in Charge	10,000.00	10,000.00			10,000.00
	<b>Total for Object 1000</b>	<b>580,102.00</b>	<b>670,846.00</b>	<b>101,279.70</b>	<b>460,186.87</b>	<b>109,379.43</b>
2100	Instructional Aides' Salaries	154,607.00	149,471.00	28,454.05	97,784.82	23,232.13
2115	Classified Extra Duty	1,000.00	1,000.00		566.66	433.34
2120	Classified Substitutes	5,000.00	7,734.00		5,215.26	2,518.74
2200	Classified Support Salaries	39,910.00	87,283.00	7,871.62	60,810.63	18,600.75
2215	Classified Support Extra Duty	1,000.00	2,271.00			2,271.00
2220	Classified Substitute Salaries		750.00		1,309.20	559.20-
2300	Classified Supervisors' Admini	207,800.00	156,226.00	21,861.76	109,215.00	25,149.24
2400	Clerical Technical Office Staf	150,609.00	181,294.00	33,990.68	146,474.55	828.77
2900	Other Classified Salaries	19,752.00	19,752.00		2,714.00	17,038.00
	<b>Total for Object 2000</b>	<b>579,678.00</b>	<b>605,781.00</b>	<b>92,178.11</b>	<b>424,090.12</b>	<b>89,512.77</b>
3101	STRS Certificated Positions	160,406.00	179,256.00	17,136.52	76,608.86	85,510.62
3102	STRS Classified Positions			84.60-		84.60
3201	PERS Certificated Positions				213.07	213.07-
3202	PERS Classified Positions	122,318.00	131,792.00	19,708.91	95,781.95	16,301.14
3301	OASDI Certificated Positions				83.70	83.70-
3302	OASDI Classified Positions	35,661.00	37,152.00	5,612.23	26,281.10	5,258.67
3311	Medicare Certificated Position	9,207.00	9,705.00	1,417.24	6,686.51	1,601.25
3312	Medicare Classified Positions	8,346.00	8,694.00	1,313.11	6,213.59	1,167.30
3401	Health & Welfare Benefits Cert	110,570.00	118,789.00	19,914.74	85,117.99	13,756.27
3402	Health & Welfare Benefits Clas	70,148.00	140,382.00	21,134.78	105,293.13	13,954.09
3501	SUI Certificated	6,748.00	3,949.00	506.40	2,387.85	1,054.75
3502	SUI Classified	7,129.00	3,091.00	460.71	2,198.08	432.21
3601	Workers' Compensation Certific	24,094.00	23,351.00	3,492.80	15,916.10	3,942.10
3602	Workers' Compensation Classifi	21,837.00	21,450.00	3,236.16	15,220.43	2,993.41
3901	Golden Handshake	15,689.00	15,689.00		15,688.50	.50
	<b>Total for Object 3000</b>	<b>592,153.00</b>	<b>693,300.00</b>	<b>93,849.00</b>	<b>453,690.86</b>	<b>145,760.14</b>
4100	Approved Textbooks Core Curric	1,001.00	4,773.00			4,773.00
4300	Materials and Supplies	54,248.00	76,250.00	4,857.56	26,979.14	44,413.30

Balances through April						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
4320	Custodial Grounds Supplies	1,000.00	1,000.00	583.87	159.29	256.84
4330	Office Supplies	1,750.00	1,750.00	124.99	799.46	825.55
4350	Vehicle Upkeep	3,500.00	5,000.00	668.71	1,598.17	2,733.12
4399	Mat & Sup Undesignated Bal	4,293.00	5,173.00			5,173.00
4400	Noncapitalized Equipment	9,414.00	25,954.00	974.06	6,190.70	18,789.24
	<b>Total for Object 4000</b>	<b>75,206.00</b>	<b>119,900.00</b>	<b>7,209.19</b>	<b>35,726.76</b>	<b>76,964.05</b>
5100	Subagreements for Services	40,000.00	40,000.00			40,000.00
5200	Travel and Conference	14,500.00	60,358.00	825.20	9,973.93	49,558.87
5300	Dues and Membership	16,941.00	19,058.00	303.16	18,218.80	536.04
5400	Insurance	15,000.00	15,000.00		20,338.99	5,338.99-
5500	Operation Housekeeping Service	14,500.00	14,500.00	2,044.00	14,220.26	1,764.26-
5600	Rentals, Leases, Repairs, Nonc	2,500.00	2,500.00	274.46	989.26	1,236.28
5801	Legal Services	18,500.00	25,370.00	4,829.00	171.00	20,370.00
5805	Personnel Expense	500.00	1,000.00	86.00	64.00	850.00
5808	Other Services & Fees	1,500.00	1,500.00	734.41	765.59	.00
5810	Contracted Services	385,979.00	559,747.00	115,592.39	246,159.52	197,995.09
5899	SPJUSD to Reimburse			3,189.96	890.82	4,080.78-
5900	Communications	10,500.00	14,000.00	1,546.16	12,140.36	313.48
	<b>Total for Object 5000</b>	<b>520,420.00</b>	<b>753,033.00</b>	<b>129,424.74</b>	<b>323,932.53</b>	<b>299,675.73</b>
6400	Equipment	20,000.00	26,000.00		29,834.41	3,834.41-
6500	Equipment Replacement	15,000.00	15,000.00		2,814.88	12,185.12
	<b>Total for Object 6000</b>	<b>35,000.00</b>	<b>41,000.00</b>	<b>.00</b>	<b>32,649.29</b>	<b>8,350.71</b>
7110	County Tuition Inter Dist Agre	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
	<b>Total for Object 7000</b>	<b>49,428.00</b>	<b>49,428.00</b>	<b>.00</b>	<b>.00</b>	<b>49,428.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>2,431,987.00</b>	<b>2,933,288.00</b>	<b>423,940.74</b>	<b>1,730,276.43</b>	<b>779,070.83</b>
<b>Fund 11 - ADULT ED</b>						
1100	Teachers Salaries		73,755.00		20,998.16	52,756.84
1300	Certificated Supervisor Admini	101,715.00	103,759.00	17,293.18	86,465.90	.08-
	<b>Total for Object 1000</b>	<b>101,715.00</b>	<b>177,514.00</b>	<b>17,293.18</b>	<b>107,464.06</b>	<b>52,756.76</b>
2100	Instructional Aides' Salaries		2,842.00			2,842.00
2200	Classified Support Salaries	3,143.00	1,326.00			1,326.00
2400	Clerical Technical Office Staf		26,675.00	4,307.60	21,070.84	1,296.56

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2022, Period = 10, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through April						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 11 - ADULT ED (continued)</b>						
<b>Total for Object 2000</b>		<b>3,143.00</b>	<b>30,843.00</b>	<b>4,307.60</b>	<b>21,070.84</b>	<b>5,464.56</b>
3101	STRS Certificated Positions	22,410.00	34,575.00	2,926.00	15,661.10	15,987.90
3202	PERS Classified Positions	720.00	7,066.00	986.88	4,827.32	1,251.80
3301	OASDI Certificated Positions		242.00		924.07	682.07-
3302	OASDI Classified Positions	195.00	1,912.00	267.08	1,306.42	338.50
3311	Medicare Certificated Position	1,475.00	2,574.00	250.76	1,558.29	764.95
3312	Medicare Classified Positions	46.00	447.00	62.46	305.54	79.00
3401	Health & Welfare Benefits Cert	12,767.00	12,893.00	2,169.80	10,723.00	.20
3501	SUI Certificated	1,251.00	888.00	86.46	537.30	264.24
3502	SUI Classified	39.00	154.00	21.54	105.38	27.08
3601	Workers' Compensation Certific	3,859.00	6,344.00	617.98	3,840.27	1,885.75
3602	Workers' Compensation Classifi	119.00	1,102.00	153.94	752.99	195.07
<b>Total for Object 3000</b>		<b>42,881.00</b>	<b>68,197.00</b>	<b>7,542.90</b>	<b>40,541.68</b>	<b>20,112.42</b>
4100	Approved Textbooks Core Curric	6,500.00	6,500.00		2,796.47	3,703.53
4300	Materials and Supplies	6,000.00	27,636.00	4,996.82	7,883.72	14,755.46
4320	Custodial Grounds Supplies	2,000.00	2,000.00		258.97	1,741.03
4330	Office Supplies	3,000.00	3,500.00	550.85	1,412.11	1,537.04
4350	Vehicle Upkeep	5,000.00	5,000.00	1,584.22	38.00	3,377.78
4400	Noncapitalized Equipment	5,200.00	18,721.00		9,490.50	9,230.50
<b>Total for Object 4000</b>		<b>27,700.00</b>	<b>63,357.00</b>	<b>7,131.89</b>	<b>21,879.77</b>	<b>34,345.34</b>
5200	Travel and Conference	6,500.00	6,500.00	2,743.20	1,604.23	2,152.57
5203	MILEAGE	1,000.00	1,000.00			1,000.00
5300	Dues and Membership	1,500.00	1,500.00		1,183.40	316.60
5500	Operation Housekeeping Service	4,200.00	4,200.00	429.28	2,970.72	800.00
5600	Rentals, Leases, Repairs, Nonc	2,500.00	2,600.00	355.49	1,967.23	277.28
5801	Legal Services	1,000.00	1,000.00			1,000.00
5805	Personnel Expense	100.00	100.00	1.00	49.00	50.00
5808	Other Services & Fees		1,000.00	489.60	75.06	435.34
5810	Contracted Services	17,000.00	21,500.00	540.00	20,347.66	612.34
5900	Communications	5,000.00	1,500.00	410.51	1,188.64	99.15-
<b>Total for Object 5000</b>		<b>38,800.00</b>	<b>40,900.00</b>	<b>4,969.08</b>	<b>29,385.94</b>	<b>6,544.98</b>
6200	Building and Improvement of Bu	6,380.00	6,500.00	42,000.00	6,282.50	41,782.50-
6400	Equipment	6,610.00	42,564.00			42,564.00
<b>Total for Object 6000</b>		<b>12,990.00</b>	<b>49,064.00</b>	<b>42,000.00</b>	<b>6,282.50</b>	<b>781.50</b>
7619	Other Authorized Interfund Tra	6,971.00	12,276.00			12,276.00

Balances through April						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Total for Fund 11 and Expense accounts</b>		<b>234,200.00</b>	<b>442,151.00</b>	<b>83,244.65</b>	<b>226,624.79</b>	<b>132,281.56</b>
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	80,000.00	262,000.00			262,000.00
7619	Other Authorized Interfund Tra	13,360.00	46,000.00			46,000.00
<b>Total for Fund 16, Expense accounts and Object 7000</b>		<b>93,360.00</b>	<b>308,000.00</b>	<b>.00</b>	<b>.00</b>	<b>308,000.00</b>
<b>Total for Org 001 - Sierra County Office of Education</b>		<b>2,759,547.00</b>	<b>3,683,439.00</b>	<b>507,185.39</b>	<b>1,956,901.22</b>	<b>1,219,352.39</b>



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

April 12, 2022

Immediately followed the Appointment and Oath of Office to fill the vacancy for District 2 in the District meeting.

*Downieville: Downieville School, 130 School St, Downieville CA 95936  
Zoom videoconferencing was also available for the public.*

*In accordance with AB 361, effective October 1, 2021, pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education suspended the Brown Act teleconferencing posting requirements for any Board members that chose to participate via Zoom videoconferencing.*

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A. CALL TO ORDER

*Member NICOLE STANNARD called the meeting to order at 7:36pm.*

B. ROLL CALL

PRESENT: *Patty Hall, Clerk, District 1  
Tom Mooers, District 2 (appointed in District meeting during Board Organization)  
Christina Potter, Vice President, District 3  
Nicole Stannard, District 4*

ABSENT: *Mike Moore, District 5 (left District meeting at 7:33pm)*

C. APPROVAL OF AGENDA

*MOOERS/HALL  
4/0*

D. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Partial approval letter from the California Department of Education for the 2020-2021 Form J-13A Request for Allowance of Attendance Due to Emergency Conditions
- b. Letter of Support for Assembly Bill 2337  
*BERARDI: Supporting AB 2337 written by Assemblywoman, Megan Dahle – giving more support and voting power to small county districts in California.*
- c. Resignation for Gina D'Andrea, Classroom Specialist with Nursing duties, 1.0 FTE, effective March 25, 2022  
*BERARDI: Actively looking to fill this position.*
- d. Nurse  
*BERARDI: Working to create a salary schedule separate from the Certificated (Teachers) salary schedule. Hoping to open up opportunities for more qualifying nurse applicants.*
- e. E-Rate  
*BERARDI: Money we are applying for from the state to go towards different parts of technology. Expecting funds in 2022-2023 school year.*
- f. Placement of Adult Education portable  
*BERARDI: Ongoing discussion due to the parking that will be lost for events at the old middle school gym next to the Adult Education location.*

2. Business Report

- a. Letter from the California Department of Education confirming positive certification for the 2021-2022 First Interim Reports
- b. Account Object Summary-Balance from 07/01/2021 to 03/31/2022

3. Staff Reports

SELPA—BETHKE: *Special Ed staff were able to attend CPR training through Adult Ed recently. Adult Ed is a valuable resource for all staff for professional development.*

ADULT ED—JACKSON: *It was a good experience with the CPR training. Highlights the ability for Adult Ed to provide more PD for all staff. The placement of the new Adult Ed portable discussed will require additional infrastructure expenses if the placement plans need to be changed. Estimates have already been done and budgeted for. Additional expenses are not budgeted.*

4. Board Member Reports

*None*

5. Public Comment

*Megan Meschery—Sierra Schools Foundation Spring Grant Cycle is coming up soon. Teachers look for email! Grants-in-action—YouScience; New York City trip. Golf Tournament info to go out soon as well.*

*Janet McHenry—Inviting you all to National Day of Prayer for the State of California the first Thursday in May (5<sup>th</sup>) – public meeting at Loyalton Firehouse. Kelly Champion and John Martinetti—Strongly oppose all mandates relating to COVID vaccines and masking of the children in our schools.*

*Cali Griffin—Ag Department update: Ag Incentive Grant application will be available May 15<sup>th</sup>. Should be able to get Career Technical Education Incentive Grant again for 2022-2023 school year. The dog case that occurred at LHS is going to trial the first week in June. April 27<sup>th</sup> is Local Project Competition – in need of judges. May 13<sup>th</sup> will be Farm Day. Tier 1 certifications for students coming up. Nominated to a Regional Officer position at the state level. The annual fair has been moved up to the end of July.*

*James Sedlak—Sierra Business Council: [jseudlak@sierrabusiness.org](mailto:jseudlak@sierrabusiness.org)*

*Sierra Nevada Energy Watch*

*<https://www.sierrabusiness.org/archives/snew/>*

*CalShape*

*<https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program>*

*HVIP for Public School Buses*

*<https://californiahvip.org/news/hvip-public-school-bus-set-aside-for-small-and-medium-air-districts/>*

*Annie Tipton—Plea for professionalism from the Board. Asking the Board stick to the agenda, follow the Brown Act and be professional.*

*Kelly Champion—The Board decision process when making the Appointment tonight is an example of how this Board has been operating, and it's frustrating to watch. Back in January, I submitted a Public Records Request and I'm just now (yesterday) getting content from that request.*

E. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held March 08, 2022

2. Approval of Board Report-Checks Dated 03/01/2022 through 03/31/2022

*HALL/MOOERS*

*4/0*

F. ACTION ITEMS

1. Old Business

- a. Approval of Safe Schools Plan, annual review and revisions (excerpt)  
(this plan can be found in its entirety on our website,  
[http://www.sierracountyofficeofeducation.org/upload/?show=/SCHOOL\\_SAFETY\\_PLAN/](http://www.sierracountyofficeofeducation.org/upload/?show=/SCHOOL_SAFETY_PLAN/))  
*POTTER/HALL*  
*4/0*

2. New Business

- a. Approval of 2022-2023 School Calendars  
*HALL/MOOERS*  
*4/0*
- b. Approval of 2022-2023 Extra Duty Assignments and Stipends to be filled  
*HALL/MOOERS*  
*4/0*
- c. Approval of utilizing AB 361 for meetings conducted through May 10, 2022  
*\*\*This suspends the Brown Act teleconferencing posting requirements for any Board members that choose to participate via Zoom videoconferencing*  
*\*\*AB 361 expires January 01, 2024*  
*\*\*Zoom will be available for the public with or without utilizing AB 361*  
*HALL/POTTER*  
*4/0*

G. ADVANCED PLANNING

- 1. Next Regular Board Meetings will be held on May 10, 2022, at Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118, beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm. Zoom videoconferencing will be available for the public.
- 2. Suggested Agenda Items  
*None*

H. ADJOURN *at 8:14pm*

*HALL/MOOERS*

*4/0*

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Patty Hall, Clerk

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James Berardi, Superintendent  
Secretary to the County Board of Education

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00016204	04/11/2022	ALHAMBRA	11-4330	WATER SERVICE		21.93
00016205	04/11/2022	AMAZON CAPITAL SERVICES	01-4300	WOBBLE SEAT	82.57	
			01-4330	OFFICE SUPPLIES	84.13	
			11-4300	CLASSROOM SUPPLIES	26.80	193.50
00016206	04/11/2022	APEX SAW WORKS	01-4300	SHOP SUPPLIES		192.71
00016207	04/11/2022	JENNA ARTAZ	01-5810	COUNSELING SERVICES		2,173.60
00016208	04/11/2022	FIRST-CITIZENS BANK & TRUST	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00016209	04/11/2022	DELL EMC	01-4400	OFFICE COMPUTERS		6,190.70
00016210	04/11/2022	GIRARD, EDWARDS, STEVENS & TUCKER LLP	01-5801	LEGAL FEES		85.50
00016211	04/11/2022	KELLI GROCK	01-5810	COUNSELING SERVICES		2,591.60
00016212	04/11/2022	INTERMOUNTAIN DISPOSAL, INC.	11-5500	GARBAGE SERVICE		30.11
00016213	04/11/2022	DONITA KING	01-5810	COUNSELING SERVICES		2,508.00
00016214	04/11/2022	LAUREN JONES BEHAVIORAL CONSULTANT	01-5810	BEHAVIORAL CONSULTANT		5,388.75
00016215	04/11/2022	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE	747.51	
			11-5500	ELECTRICAL SERVICE	413.18	1,160.69
00016216	04/11/2022	MONICA O'REILLY ROTH	01-5200	MILEAGE		170.59
00016217	04/11/2022	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	48.26	
			01-5899	POSTAGE MACHINE LEASE	144.79	193.05
00016218	04/11/2022	PLUMAS UNIFIED SCHOOL DISTRICT	01-5810	DEAF/HH & VISION SERVICES		1,899.00
00016219	04/11/2022	PLUMAS-SIERRA TELECOMMUNICATIONS	11-5600	BROADBAND SERVICE		109.00
00016220	04/11/2022	RAY MORGAN COMPANY	01-5600	COPIER MAINT.	17.21	
			01-6400	COPIER	5,797.60	5,814.81
00016221	04/11/2022	REMSA CENTER FOR INTEGRATED HEALTH CARE & COMMUNITY EDU	11-4300	CPR CARDS		160.00
00016222	04/11/2022	RESOLVE TECHNOLOGY GROUP, INC.	01-5810	TECHNOLOGY ASSISTANCE		2,625.00
00016223	04/11/2022	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		638.93
00016224	04/11/2022	TRI COUNTY SCHOOLS INSURANCE GROUP	01-5400	ADDITIONAL PROPERTY PREMIUMS	2,977.49	
			01-9535	HEALTH INSURANCE	2,874.00	
			76-9576	HEALTH INSURANCE	21,928.50	27,779.99
00016225	04/11/2022	U.S. BANK	01-4300	SHOP SUPPLIES	454.98	
			01-5200	CCSESA MEETINGS	696.22	
			11-4300	BUSINESS CARDS	41.81	
				SECURITY CAMERAS	309.18	1,502.19
00016226	04/11/2022	U.S. BANK VOYAGER	01-4350	FUEL EXPENSE	28.40	
			01-5200	FUEL EXPENSE	178.39	
			01-5899	FUEL EXPENSE	296.46	
			11-5200	FUEL EXPENSE	213.24	716.49

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 04/01/2022 through 04/30/2022


Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
<b>Total Number of Checks</b>					<b>23</b>	<b><u>62,919.22</u></b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	19	39,665.47
11	ADULT EDUCATION	8	1,325.25
76	Payroll Clearing	1	21,928.50
Total Number of Checks		<b>23</b>	62,919.22
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b><u>62,919.22</u></b>

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



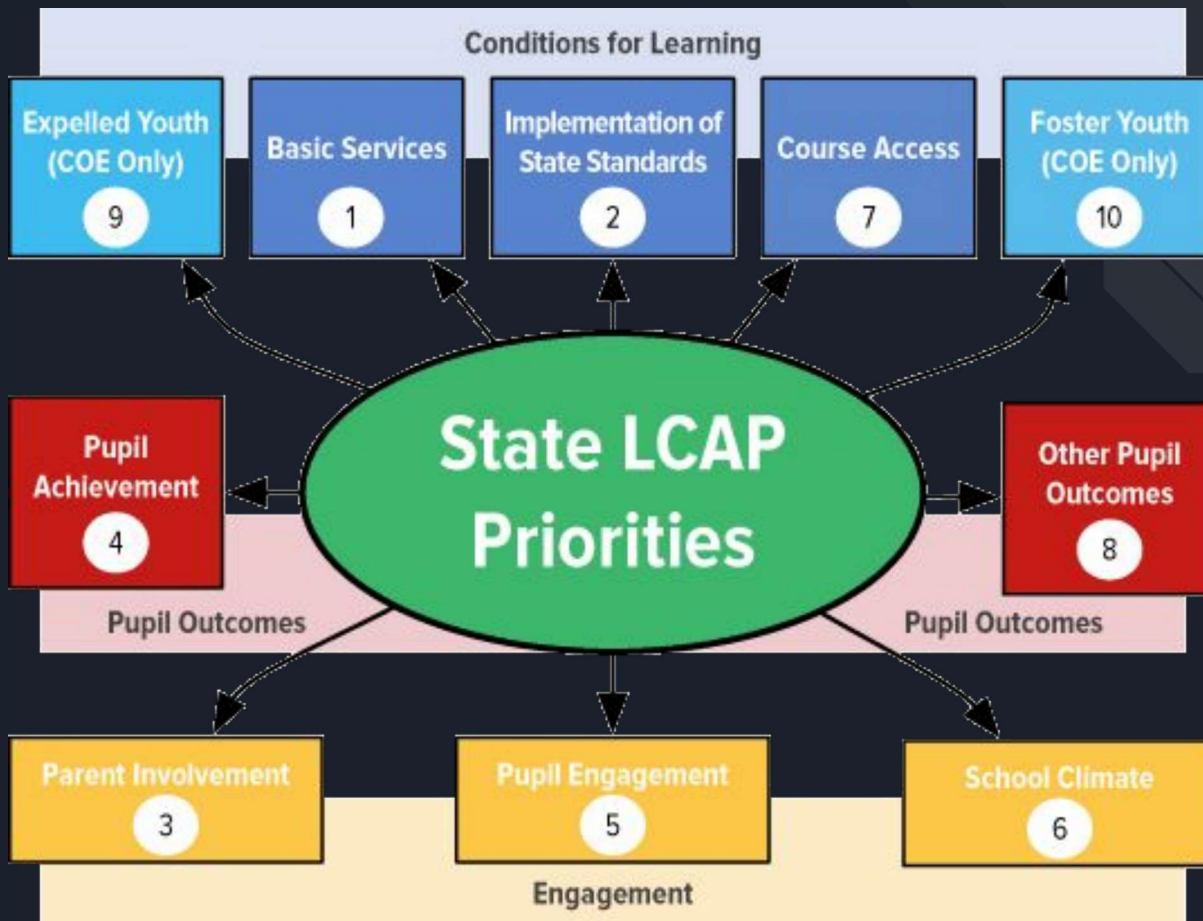
# Sierra Plumas Joint Unified School District & Sierra County Office of Education LCAP

Local Control Accountability Plan

Each school district in California has a LCAP to help drive the direction of their district. The LCAP is a tool to set goals, and leverage resources to meet those goals and improve student outcomes.

SPJUSD Year 1 Update  
for LCAP





State Priorities must be addressed within in the LCAP Goals.





# Goal 1: Academics

Priority 1: Professional Development, Early Release Wednesdays, Google Classroom Trainings

Priority 2: Early Release Wednesdays, EL Aide, Science CCSS Aligned Curriculum Adoptions

Priority 3: Site Councils, EL Pac Advisory, Booster Clubs, GCPC, Surveys, EL Aide, Lunch Program, Websites, Social Media, Back to School Nights

Priority 4: Dashboard Local Indicators, A-G Completers, Adoptions, Early Release Wednesday, EL Aide, CTE Completers, All student Growth/All ELA & All Math CAASPP Scores

Priority 5: Career & College Night, Academic Counseling, 4 Year Planning,

Priority 7: 4 Year Planning, Academic Counseling, Future Focus Classes

Priority 8: Dashboard Local Indicators, Professional Development for Curriculum Adoptions, Professional Development, Academic Counseling & Tutoring, MTSS Star Benchmark Assessments

Priority 10: (County) Foster Youth Coordinator, Tutoring, HHS & Behavioral Health

# Goal 1: Academics - Metric Success Indicators

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Science CCSS aligned curriculum are reviewed for adoption	Outdated Science curriculum	No Curriculum was Adopted-still in review. The curriculum team set meetings to narrow down selection.			Adoption of Science CCSS aligned curriculum.
Teacher log of students in after school tutoring	LHS offered tutoring 2 times a week-averaged 10 students a week LES offered tutoring 2 times a week averaged 15 students a week DVL will offer tutoring in the 2021-2022 school year	LHS offered tutoring 3 times a week- averaged 13 students a week LES offered tutoring 4 times a week averaged 20 students DVL			Increase student attendance in Tutoring by 2 percent each year.
English Learner Progress - ELPAC	ELPAC 2018-2019 = 0% Level 4 61.6% Level 3 30.8% Level 2 7.7% Level 1	ELPAC 2021-2022= 21% Level 4 29% Level 3 43% Level 2 7% Level 1			Increase Level 4 by 2% from baseline.  Increase Level 3 by 5% from baseline.
EL Reclassification Rate	Baseline 0%	7.5%			Maintain 20% reclassification rate
% of students meeting A-G	75% of high school students have met A-G requirements	76.4% of high school students have met A-G requirements			Increase rate by 1% annually.
Chronic Absenteeism Rate	9.3%	5 %- 2019			Decrease rate by 2% annually.
Attendance Rate	16-17 94%	95%-2019			Increase attendance rate by 1% based on prior year
Middle School Drop Out Rate	0%	0%			Maintain 0%
High School Drop Out Rate	0%	0%			Maintain 0%
Graduation Rate	100%	100%			Maintain 100%
Suspension Rate	.7%	0%			Maintain <1%

# Goal 1: Academics - Metric Success Indicators (Cont.)

Expulsion Rate	0%	0%			Maintain 0%
Foster Youth Coordinator-Hire part time coordinator to provide proper services to foster youth	.5 FTE added to positions	Hired			Hire qualified person.
% of students who are agriculture completers	15% are Ag Completers	38% of 2020-2021 graduates were agriculture completers			Increase rate by 1% annually.
CAASPP Math CAASPP Math 18-19 52% of students will meet or exceed standards	35% of students met or exceeded standards	Only Loyalton High School Students took the CAASPP Math Assessment in 2021. Of those students: 27% of 7th grade met or exceeded standard 22% of 8th grade met or exceeded standards 35% of 11th grade met or exceeded standard			Increase by 5% annually.
CAASPP ELA 18-19 55% of students will meet or exceed standards	42% of students met or exceeded standards	Only Loyalton High School Students took the CAASPP ELA Assessment in 2021. Of those students: 49% of 7th grade met or exceeded standard 36% of 8th grade met or exceeded standard 46% of 11th grade met or exceeded standard.			Increase by 5% annually.
AP Passage Rate	7% 2016-2017 and 2017-2018	8% 2020-2021 graduates with 3 or better			Increase passage rate by 2% from prior year
% of students who have access to standards aligned	100% of students have access to standards aligned curriculum	100% of students have access to standards aligned curriculum			Maintain at 100%



# Goal 2: Culture & Climate

Priority 2: Curriculum Coordinator, Early Release Wednesdays, EL Aide

Priority 3: Site Councils, CAC, El Pac Advisory, Booster Club, GCPC, Surveys, EEL Aide, Bussing for Economic Disadvantaged, Lunch Program, Websites Social Media, Back to School Nights

Priority 5: Career & College Nights, SARB, Academic Counseling, 4 Year Planning

Priority 6: Peer Mediation, PBIS, SARB, Websites, MTSS, MH Counseling, FIT Report

Priority 9: Sierra Pass/Independent Study, or Terms of Expulsion, FY Liaison.

## Goal 2: Academics - Metric Success Indicators

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Number of counseling hours	East Side 12 hours West Side 6 hours Last Modified: 2021-12-13 By: DTS Data Import	East Side 16 hours a week West Side 6 hours a week			Continue Counseling Hours as per student needs
Records indicating how many staff attend professional development		80% of staff engaged in PD			Increase by 1% annually
Facility Inspection Tool	All sites will received a rating of fair or better	All sites received a rating of fair or better			All sites will receive a rating of fair or better
Superintendent/site administrators review of	Continue deferred maintenance schedule as planned	Site Admin met with maintenance personal and created priority lists for each			Continue deferred maintenance schedule as planned
Enrollment Records- District will continue to review expelled students and services offered	We have no expelled students	We have no expelled students			Maintain at 0%
Enrollment Records	Only 1 foster youth enrolled at this time	Only 2 foster youth enrolled at this time			District will continue to review that appropriate services are being offered to foster youth
Suspension Rate	.7%	2%			Maintain <1%



## Goal 3: Parent & Stakeholder Involvement

Priority 3: Site Councils, CAC, El Pac Advisory, Booster Club, GCPC, Surveys, EEL Aide, Bussing for Economic Disadvantaged, Lunch Program, Websites Social Media, Back to School Nights, District-wide Strategic Planning

Priority 5: Career & College Nights, SARB, Academic Counseling, 4 Year Planning

Priority 6: Peer Mediation, PBIS, SARB, Websites, MTSS

Priority 10: (County) Foster Youth Coordinator, Tutoring, HHS & Behavioral Health

# Goal 3: Stakeholder Involvement - Metric Success Indicators

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023-24
Number of SARB Referrals	6 Referrals -2019-2020	11 Referrals- 2020-2021			Decrease referrals by 1% annually.
Meeting Needs in Strategic Plan	Creating district-wide strategic plan.	Strategic planning will continue in the 2022-2023 school year with the new board			Creating district-wide strategic plan.
Parent Involvement in Surveys	Create and distribute parent engagement surveys.	EL Survey in June District Wide Parent Surveys: Independent Study Needs Technology Needs Transportation Needs			80% return rate of survey.
Number of Students/Parents Participating in Four-year Planning	85% of families participate.	88% of families participated.			Increase rate by 2% annually.
SCOE- Foster Youth Liaison	Hire Foster Youth Liaison	Part Time Foster Youth Liaison was hired			Staff position with a qualified person.



## The process moving forward...

- District Strategic Planning will begin June 3rd.
  - Increased opportunity for stakeholder input at upcoming forums.
  - LCAP community forums coming up- May 17th at LES at 5:30 and May 18th at Downieville at 5:30.
- The Full LCAP Document is available for your review on the [Sierracountyofficeofeducattion.org](http://Sierracountyofficeofeducattion.org) website.





Thank You For Coming!

Any Questions/Comments...

## 2022-2023 EXTRA DUTY ASSIGNMENTS

Position	Stipend	Personnel	Personnel	Personnel
		<i>Downieville</i>	<i>LHS</i>	<i>LES</i>
<b><u>Coaching Assignments</u></b>				
Athletic Director - Loyalton High/\$2,500 per season x3/\$7,500 cap	7,500 cap		Stacey Hood	
Athletic Director – Downieville/\$500 per team or \$2,000 cap	2000 cap			
Athletic Director - Loyalton Gr. 6,7,8	1000			
Varsity Football LHS	2000		A.Corcoran	
Assistant Varsity Football LHS	1500			
Varsity Basketball - Boys	2000			
J.V. Basketball - Boys	2000			
Varsity Basketball - Girls	2000		Stacey Hood	
J.V Basketball – Girls	2000			
7 <sup>th</sup> Grade Basketball – Boys	500			
8 <sup>th</sup> Grade Basketball – Boys	500			
7 <sup>th</sup> Grade Basketball - Girls	500			
8 <sup>th</sup> Grade Basketball – Girls	500			
7 <sup>th</sup> /8 <sup>th</sup> Gr. COED Basketball (Downieville)	1500			
Boys Baseball	2000		A.Corcoran	
Girls Softball	2000		Sheri Roen	
Varsity Volleyball - Girls	2000		Aimee Phebus	
JV Volleyball Girls	1500		Aimee Phebus	
Track	2000			
Tennis	1500			
Cheerleading Advisor per season maximum 2 seasons per year	2000			
Golf Coach	1500			
Physical Fitness Coordinator District-wide	500			
Soccer	2000		Stephanie Shelby	
Ski Team	1500		Cali Griffin	

# SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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## CERTIFICATED PERSONNEL

### 2022-2023 Extra Duty Assignments

*The following Extra Duty Assignment temporary positions and stipends are subject to the Sierra-Plumas Joint Unified Governing Board approval.*

	<u>Stipend</u>	
WASC Lead		
Loyalton Mid-term visitation year	\$1,500	
Downieville Mid-term visitation year	\$1,500	
Site Technology Coordinator	\$1,500	
• Loyalton Elementary		
• Loyalton Junior/Senior High 7-12		
• Downieville K-12		
Teacher-In-Charge (per semester)	\$1,000	
• Loyalton Junior/Senior High 7-12		
• Loyalton Elementary		
Lead Teacher Downieville per month	\$1,000	
Response to Intervention Coordinator		
• Loyalton High 7-12	\$1,500	Jason Prakash
• Downieville K-12	\$1,000	
• LES K-6	\$1,500	Erin Folchi
Advisor Friday Night Live Kids		
• Loyalton Grades K-6	\$2,000	Erin Folchi
• Downieville Grades K-6	\$1,000	
Advisor Friday Night Live		
• Loyalton Grades 9-12	\$2,000	
• Downieville Grades 9-12	\$1,000	
Advisor Club Live		
• Loyalton Grades 7-8	\$2,000	
• Downieville Grades 7-8	\$1,000	

## CSBA POLICY GUIDE SHEET – May 10, 2022

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 5111 - Admission**

Policy updated to reflect the distinction between compulsory education for students starting at age six and the requirement for districts to offer and admit students who are eligible for transitional kindergarten, delete the requirement for district enrollment applications to include information about health care options as the law requiring such information has self-repealed, and clarify that a student's residence is a location within the district that may be verified as part of school admission requirements.

### **Administrative Regulation 5111 - Admission**

Regulation updated for consistency with **NEW LAW (AB 130, 2021)** which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten.

### **Administrative Regulation 5113 - Absences and Excuses**

Regulation updated to reflect **NEW LAW (SB 14, 2021)** which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student's illness, and **NEW LAW (AB 516, 2021)** which includes an absence for a student's participation in a cultural ceremony or event as an excused absence. Regulation also updated for clarification and alignment with law.

### **Administrative Regulation 5142 - Safety**

Regulation updated to reflect **NEW LAW (SB 722, 2021)** which requires any district hosting or sponsoring an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool to have at least one adult with a Cardiopulmonary Resuscitation training certification present throughout the event. Updated Regulation includes minor editorial changes.

### **Exhibit(1) 5145.6 - Parental Notifications**

Exhibit updated to reflect **NEW LAW (AB 128, 2021)** which extends the suspension of certain mandated activities through the 2021-22 fiscal year. Exhibit also updated to add parental notifications related to (1) completion and submission of the Federal Application for Federal Student Aid and California Dream Act Application; (2) public hearing on alternative schedule in secondary grades; and (3) early entry to transitional kindergarten if early entry is offered. Additionally, exhibit updated to expand description regarding notifications related to (1) uniform complaint procedures; (2) student records; (3) college admission requirements; (4) transfer opportunities for foster youth, homeless youth, former juvenile court school students and children of military families through the California Community Colleges; (5) parent/guardian rights when child participates in licensed child care and development program; (6) change in service to child care or preschool services; and (7) homeless student or unaccompanied youth notices. Exhibit also updated to include additional classroom/facility notices regarding uniform complaint procedures and parental rights related to licensed child care and development centers.

### **Board Policy 6173 - Education for Homeless Children**

Policy updated to reflect **NEW LAW (AB 27, 2021)** which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect **AB 27** requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect **NEW LAW (SB 400, 2021)** which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law.

### **Administrative Regulation 6173 - Education for Homeless Children**

Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated to reflect (1) **NEW LAW (SB 400, 2021)** which requires CDE to provide training materials to district liaisons for the purpose of providing required professional development and support to school personnel who provide services to homeless students; (2) CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and (3) **NEW LAW (AB 27, 2021)** which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness.

### **Exhibit(1) 6173 - Education for Homeless Children**

Exhibit updated for closer alignment with the U.S. Department of Education's "Education for Homeless Children and Youths Program Non-Regulatory Guidance", change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, and add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process. Exhibit also updated for clarity and gender neutrality.

### **Exhibit(2) 6173 - Education for Homeless Children**

Exhibit updated to change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process, and add that a copy of the dispute form be provided to the parent/guardian or student disputing enrollment as this is recommended in CDE's "Homeless Education Dispute Resolution Process" letter to districts and is stated in the administrative regulation.

### **Board Bylaw 9322 - Agenda/Meeting Materials**

Bylaw updated to reflect **NEW LAW (SB 274, 2021)** which requires districts with a website to email a copy of, or a website link to, the agenda or a copy of all the documents constituting the agenda packet, if a person requests such items be delivered by email, unless it is technologically infeasible to do so. Bylaw also updated to include a focus on student well-being in the philosophical statement, add a provision for each agenda to include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian be excluded from the meeting minutes as required by law, and to make other clarifying changes.

**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Students****Policy 5111: Admission**

CSBA NOTE: Pursuant to Education Code 48200, all children ages 6-18 years are subject to compulsory full-time education, unless specifically exempted. See BP/AR 5112.1 - Exemptions from Attendance for further information about such exemptions.

Pursuant to Education Code 234.7, districts are mandated to adopt policy, equivalent to a model policy developed by the California Attorney General, which prohibits the solicitation or collection of information regarding the immigration or citizenship status of students and their families, unless otherwise required by law. See the Office of the Attorney General's publication "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues," available on its web site. These requirements are addressed in the following policy and BP/AR 5111.1 - District Residency.

In *Plyler v. Doe*, the U.S. Supreme Court ruled that, under the Fourteenth Amendment to the U.S. Constitution, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. As discussed in a Dear Colleague Letter and fact sheet, "Information on the Rights of All Children to Enroll in School," jointly issued by the U.S. Department of Justice's Civil Rights Division and U.S. Department of Education's Office for Civil Rights, it may be a violation of federal law for districts to adopt a policy or procedure that prohibits or discourages children from enrolling in school because they or their parents/guardians are not United States citizens or are undocumented. For further discussion of these issues, see CSBA's Legal Guidance "Providing All Children Equal Access to Education, Regardless of Immigration Status." Also see CSBA's sample board resolution "Providing All Children Equal Access to Education, Regardless of Immigration Status," available on its web site, that may be used to inform students, parents/guardians, and the community of students' rights under current law to attend a district school regardless of their citizenship or immigration status.

The Governing Board of Education encourages the enrollment and appropriate placement of all ~~school-aged~~ children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school ~~at any grade level~~ about admission requirements and shall assist them with enrollment procedures.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The district should align the application windows for various attendance options in a manner that will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment and AR 5117 - Interdistrict Attendance for application windows applicable to those options.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

~~The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)~~

#### Verification of Admission Eligibility

CSBA NOTE: Admission requirements include age criteria for Transitional Kindergarten-1; see the accompanying administrative regulation and BP 6170.1 - Transitional Kindergarten. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141.32 - Health Screening for School Entry.

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, ~~residency~~residence within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

CSBA NOTE: Although a district may require proof that a student's residence is within the district (e.g., utility or phone bill, property tax payment receipt, rental property lease agreement, etc.), inquiring into the citizenship or immigration status of students and their families is prohibited, pursuant to Education Code 234.7. Consequently, consistent with the Attorney General's model policy developed pursuant to Education Code 234.7, districts may not request a student's or parent/guardian's green card, visa, passport, voter registration, or other documentation that indicates citizenship status, except when collection of such information is required to comply with state or federal reporting requirements for special programs, such as language instruction programs for English Learners. Even for those limited purposes, the information should not be collected during the admission process to avoid discouraging immigrant children from enrolling in school, in violation of law. Also see BP/AR 5111.1 - District Residency.

In addition, pursuant to Education Code 49076.7, a district is prohibited from soliciting or collecting social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. One such exception is the collection of the last four digits of the social security number for the purpose of establishing eligibility for a federal benefit program. Also see BP/AR 5125 - Student Records.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or ~~his/her~~the student's family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be

denied on the basis of any such information of the student or ~~his/her~~the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

CSBA NOTE: The following paragraph is for use by districts that maintain grades K-1. In addition to the methods specified in Education Code 48002 for documenting a child's age for admittance to kindergarten or first grade, as listed in the accompanying administrative regulation, the Governing Board is authorized to prescribe alternative means for proof of a child's age. The following paragraph may be revised to reflect any such alternative means approved by the Board. The following paragraph also reflects the Attorney General's model policy requiring that such alternative means be available to all persons regardless of immigration status, citizenship status, or national origin.

School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

CSBA NOTE: State and federal law require the immediate enrollment of homeless youth (Education Code 48850, 48852.7; 42 USC 11432), foster youth (Education Code 48853.5), and former juvenile court school students (Education Code 48645.5) regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children, AR 6173.1 - Education for Foster Youth, and AR 6173.3 - Education for Juvenile Court School Students. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements; see BP/AR 6173.2 - Education of Children of Military Families.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or ~~his/her~~an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

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

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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Students****Regulation 5111: Admission**

CSBA NOTE: The following optional administrative regulation is for use by districts offering transitional kindergarten (TK)-1.

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child ~~who will have his/her~~whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

~~Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)~~

CSBA NOTE: Education Code 48000, as amended by AB 130 (Ch.44, Statutes of 2021), revises the timespans for TK admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year. See BP 6170.1 - Transitional Kindergarten for eligibility and admission into TK.

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

CSBA NOTE: The following paragraph is optional. Education Code 48000 authorizes the district, on a case-by-case basis, to admit children into kindergarten during the school year under the conditions described below. According to the California Department of Education's "Kindergarten in California," some districts base early admission on test results, maturity of the child, or preschool records to be consistent with the early admission policy and to avoid challenge by parents/guardians whose children were denied early admission. The district might consider establishing a process for parents/guardians who choose to challenge denial of early entry.

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten ~~or TK~~ at any time during that school year ~~with the approval of the child's parent/guardian~~, provided that: (Education Code 48000)

1. The Governing Board ~~of Education~~ determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten-, as appropriate. In doing so, the Superintendent or designee

shall consider various factors including the availability of classroom space and any negotiated maximum class size.

#### Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

CSBA NOTE: Education Code 48002 specifies that the method of proof of age may include any appropriate means prescribed by the Governing Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice.

Although Education Code 48002 includes a passport as a possible means for determining a child's age, the California Attorney General's model policy developed pursuant to Education Code 234.7 states that districts should not require documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. In addition, a district may not bar or discourage a child from enrolling in school because the child lacks a birth certificate or passport, or has one from a foreign country. See the Office of the Attorney General's publication "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues."

Evidence of the child's age may include: (Education Code 48002)

3. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
4. A duly attested baptism certificate
5. A passport
6. When none of the above documents is obtainable, an affidavit of the parent/guardian
7. Other means prescribed by the Board

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SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Students****Regulation 5113: Absences And Excuses**

## Excused Absences

CSBA NOTE: Items #1-15 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing the compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in Items #1-11, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

~~1. Personal illness (Education Code 48205)~~

CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 14 (Ch. 672, Statutes of 2021), an absence due to a student's illness includes an absence for the benefit of the student's mental or behavioral health.

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)

~~2. Quarantine under the direction of a county or city health officer (Education Code 48205) (cf. 5112.2 Exclusions from Attendance)~~

~~3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)~~

~~4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)~~

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

~~5. Jury duty in the manner provided for by law (Education Code 48205)~~

CSBA NOTE: Pursuant to Education Code 48205, absence due to the illness or medical appointment of a student's child is counted as an excused absence, and the district is prohibited from requiring a physician's note for such absences. See the section "Method of Verification" below.

~~6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205) (cf. 5146 Married/Pregnant/Parenting Students)~~

7.- Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

~~a. a-~~ Appearance in court

~~b. b-~~ Attendance at a funeral service

~~c. e-~~ Observance of a religious holiday or ceremony

~~d. d-~~ Attendance at religious retreats for no more than four hours per semester

~~e. e-~~ Attendance at an employment conference

~~f. f-~~ Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

8.- Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)  
~~(cf. 6142.3 Civic Education)~~

9.- To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)  
~~(cf. 6173.2 Education of Children of Military Families)~~

10.- Attendance at ~~at~~ the student's naturalization ceremony to become a United States citizen (Education Code 48205)

CSBA NOTE: Education Code 48205, as amended by AB 516 (Ch. 281, Statutes of 2021), includes an absence for the purpose of participating in a cultural ceremony or event as an excused absence.

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)

CSBA NOTE: Item #12 below should be included only if the Governing Board has adopted a resolution permitting absences for religious instruction or exercises. See the accompanying Board policy. If these absences are allowed, Education Code 46014 mandates that the Board adopt regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should include all of Item #12 below and may be expanded to reflect district practice.

12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)  
~~(cf. 6141.2 Recognition of Religious Beliefs and Customs)~~

CSBA NOTE: Education Code 46014 provides that absence for participation in religious instruction or exercises will not be considered an absence for state apportionment purposes if the student attends school for at least the minimum school day and is not absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day.

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)  
(~~cf. 6112—School Day~~)

~~12-13.~~ Work in the entertainment or allied industry (Education Code 48225.5)

Work for a student who holds a work permit authorizing such work and is absent in the entertainment or allied industries for a period of not more than five consecutive days and. For this purpose, student absence shall be excused for a maximum of up to five absences per school year.  
(Education Code 48225.5)

~~13-14.~~ Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

~~14,15.~~ Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

CSBA NOTE: Education Code 48205 prohibits the district from requiring a physician's note for absences due to the illness or medical appointment of the student's child. However, the district is authorized to require verification of other absences. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences.

5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attendance at a funeral service of a member of a student's immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such verification. Pursuant to Education Code 48205, as amended by SB 14, state regulations related to illness verification will be updated as necessary to account for a student's absence for the benefit of the student's mental or behavioral health.

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

~~The following methods may be used to verify student absences:~~

1. ~~1.~~ Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. ~~2.~~ Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. ~~a.~~ Name of student
  - b. ~~b.~~ Name of parent/guardian or parent representative
  - c. ~~c.~~ Name of verifying employee
  - d. ~~d.~~ Date(s) of absence
  - e. ~~e.~~ Reason for absence

~~(cf. 5113.11 Attendance Supervision)~~

3. ~~3.~~ Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in ~~item~~Item #2 above.
4. ~~4.~~ Physician's verification.

~~a.~~

CSBA NOTE: The following optional paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

~~b.—~~

CSBA NOTE: The following optional paragraph provides that, after absences for illness on multiple occasions, the student may be required to bring a note from a physician to verify the illness. If a student does not have access to medical services in order to obtain such verification, the district may assist the student in obtaining the medical consultation if it is required.

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.  
(~~cf. 5113.1—Chronic Absence and Truancy~~)

## Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

CSBA NOTE: The requirement in Item #1 below is for use by districts whose board has adopted a resolution permitting an excused absence for religious instruction or exercises. See the accompanying Board policy and Item #12 in the section "Excused Absences" above.

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

~~2.~~

CSBA NOTE: The requirement in Item #2 applies to all districts. Districts that maintain only elementary grades should delete the reference to students in grades 7-12.

- ~~1.2.~~ Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

- ~~2.3.~~ Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

(~~cf. 5121—Grades/Evaluation of Student Achievement~~)

(~~cf. 5145.6—Parental Notifications~~)

(~~cf. 6154—Homework/Makeup Work~~)

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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Students****Regulation 5142: Safety**

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

At each school, the~~Each~~ principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

## Release of Students

CSBA NOTE: The following optional section may be revised to reflect district practice. For release of students during an emergency, see AR 3516 - Emergencies and Disaster Preparedness Plan.

Students shall be released during the school day only to the custody of an adult who is one of the following:

- ~~1.~~ 1. \_\_\_\_\_ The student's custodial parent/guardian
- 
- ~~2.~~ 2. \_\_\_\_\_ An adult authorized on the student's emergency card as someonean individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
- 
- ~~3.~~ 3. \_\_\_\_\_ An authorized law enforcement officer acting in accordance with law
- 
- ~~4.~~ 4. \_\_\_\_\_ An adult taking the student to emergency medical care at the request of the principal or designee

## Supervision of Students

CSBA NOTE: The following optional section may be revised to reflect district practice.

Pursuant to 5 CCR 5570, teachers are required to be present at their rooms and admit students not less than 30 minutes before school starts unless otherwise provided by rule of the Governing Board. The district's collective bargaining agreement may include supervision of students. The following paragraph may be revised to maintain consistency with the district's collective bargaining agreement and/or district practice.

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts.- (5 CCR 5570)

Every teacher shall hold students ~~accountable~~ to a strict account for their conduct on the way to and from

school, on the playgrounds, and during recess.- (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any ~~such observations~~ unusual incidents to the principal or designee, and file a written report as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. ~~1.~~ 1. Clearly identify supervision zones ~~on the playground~~ and require all playground supervisors to remain ~~outside~~ at a location from which they can observe their entire zone of supervision  
- and be observed by students in the supervision zone
2. ~~2.~~ 2. Consider the size of the playground area, the number of areas that are ~~not immediately visible~~ obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions.- (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students.- Such training shall be documented and kept on file.

#### Student Safety Patrols

CSBA NOTE: The following section is optional.

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall serve only with written consent of the students and their parents/guardians. Patrol members shall be at least 10 years old and at least in the fifth grade.- (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency.- (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574.- Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

#### Playground Safety

CSBA NOTE: Health and Safety Code 115725 defines "playground" to include fall zones, surface materials, access ramps, and all areas within and including the designated enclosure and barriers.

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission.- The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards.- (Health and Safety Code 115725)

#### Activities with Safety Risks

CSBA NOTE: The following optional section lists activities that might be prohibited by the district because of high risk to student safety and should be revised to reflect district practice.

Pursuant to Government Code 831.7, public entities, including districts, are not liable to participants in a hazardous recreational activity, those who assist participants, or spectators for any damage to person or property arising out of the hazardous recreational activity when the person knew or reasonably should have known that the hazardous recreational activity created a substantial risk of injury and was voluntarily in the place of risk or having the ability to leave but failed to do so. Government Code 831.7 defines a "hazardous recreational activity" as a recreational activity conducted on school grounds that creates a substantial risk of injury, as distinguished from a minor, trivial, or insignificant risk of injury. The list below includes, but is not limited to, some of the hazardous recreational activities listed in Government Code 831.7. Prior to authorizing such activities, it is recommended that districts consult with their insurance carrier or joint powers authority or, for those who self-insure, with legal counsel. See BP/AR 3530 - Risk Management/Insurance.

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

- ~~1.~~ 1. \_\_\_\_\_ Trampolining
- 
- ~~2.~~ 2. \_\_\_\_\_ Scuba diving
- 
- ~~3.~~ 3. \_\_\_\_\_ Skateboarding or use of scooters
- 
- ~~4.~~ 4. \_\_\_\_\_ In-line or roller skating or use of skate shoes
- 
- ~~5.~~ 5. \_\_\_\_\_ Sailing, boating, or water skiing
- 
- ~~6.~~ 6. \_\_\_\_\_ Cross-country or downhill skiing
- 
- ~~7.~~ 7. \_\_\_\_\_ Motorcycling
- 
- ~~8.~~ 8. \_\_\_\_\_ Target shooting
- 
- ~~9.~~ 9. \_\_\_\_\_ Horseback riding
- 
- ~~10.~~ -10. \_\_\_\_\_ Rodeo
-

- ~~11.~~ 11. Archery
- 
- ~~12.~~ 12. Mountain bicycling
- 
- ~~13.~~ 13. Rock climbing
- 
- ~~14.~~ 14. Rocketeering
- 
- ~~15.~~ 15. Surfing
- 
- ~~16.~~ 16. Other activities determined by the principal to have a high risk to student safety

CSBA NOTE: The following paragraph is optional. Vehicle Code 21201 establishes requirements for bicycles on roadways in regard to brakes, handlebars, size, and illumination when operated during darkness. Districts may want to provide such information to students and parents/guardians.

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet.

### **Events In or Around a Swimming Pool**

CSBA NOTE: The following section is optional. Any district that chooses to sponsor or host an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool is required to comply with the following paragraph, pursuant to Education Code 35179.6, as amended by SB 722 (Ch. 679, Statutes of 2021).

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

### Laboratory Safety

CSBA NOTE: The following optional section reflects the Legislature's intent as stated in Education Code 49341, and the California Department of Education's Science Safety Handbook for Public Schools.

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee.- Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

#### Hearing Protection

CSBA NOTE: The following optional section may be revised to reflect district practice.

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

#### Eye Safety Devices

CSBA NOTE: Education Code 32031 addresses circumstances under which eye protection devices must be used.

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed ~~their~~the actual cost to the district. (Education Code 32030, 32031, 32033)

#### Protection Against Insect Bites

CSBA NOTE: The following optional section may be revised to reflect district practice.

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions, ~~when engaging in outdoor activities.~~

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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Students****Exhibit 5145.6-E(1): Parental Notifications**

**Cautionary Notice:** Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of [2021 \(AB 128, Ch. 21, Statutes of 2021\)](#) ~~2020 (SB 74, Ch. 6, Statutes of 2020)~~ extends the suspension of these requirements through the [2021-22](#) ~~2020-21~~ fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures as mandated by 5 CCR 4622.

The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. Annually</b>			
Beginning of each school year	Education Code 222.5	BP 5146	Rights and options for pregnant and parenting students
Beginning of each school year	Education Code 234.7	BP 0410	Right to a free public education regardless of immigration status or religious beliefs
Beginning of each school year	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
Beginning of each school year	Education Code 17611.5, 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan
By February 1	Education Code 35256, 35258	BP 0510	School Accountability Report Card provided



Beginning of each school year	Education Code 35291, 48980	AR 5144 AR 5144.1	District and site discipline rules
Beginning of each school year	Education Code 44050	BP 4119.21 4219.21 4319.21	Code of conduct addressing employee interactions with students
Beginning of each school year	Education Code 46010.1	AR 5113	Absence for confidential medical services
Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	District policy authorizing transfer
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days and student-free staff development days
Beginning of each school year	Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8	AR 5145.7	Copy of sexual harassment policy as related to students; contact information for Title IX coordinator
Beginning of each school year	Education Code 48980, 32255- 32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301	BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year, if Board allows such absence	Education Code 48980, 46014	AR 5113	Absence for religious exercises or purposes
Beginning of each school year	Education Code 48980, 48205	AR 5113 BP 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205
Beginning of each school year	Education Code 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities

Beginning of each school year	Education Code 48980, 49403	BP 5141.31	School immunization program
Beginning of each school year	Education Code 48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	Education Code 48980, 49471, 49472	BP 5143	Availability of insurance
Beginning of each school year	Education Code 49013; 5 CCR 4622	AR 1312.3 <a href="#">BP 0460</a> <a href="#">BP 3260</a> ,	Uniform complaint procedures available appeals, civil law remedies, <a href="#">coordinator, complaints about student fees and local control and accountability plan</a>
Beginning of each school year	Education Code 49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria <a href="#">for defining school officials and</a> to determine legitimate educational interest, <a href="#">categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability</a>
Beginning of each school year	Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year and at least one more time during school year using specified methods	Education Code 49428	None	How to access mental health services at school and/or in community
Beginning of each school year	Education Code 49520, 48980; 42 USC 1758;	AR 3553	Eligibility and application process for free and reduced-price meals

## 7 CFR 245.5

Beginning of each school year	Education Code 51513; 20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6312; 34 CFR 200.48	BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Beginning of each school year	USDA SP-23-2017	AR 3551	District policy on meal payments

**II. At Specific Times During the Student's Academic Career**

Beginning in grade 7, at least once prior to course selection	Education Code 221.5, 48980	BP 6164.2	Course selection and career counseling
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and career counseling

Upon a student's enrollment	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
When child first enrolls in a public school, if school offers a fingerprinting program	Education Code 32390, 48980	AR 5142.1	Fingerprinting program
When participating in driver training courses under the jurisdiction of the district	Education Code 35211	None	Civil liability, insurance coverage
Upon registration in K-6, if students have not previously been transported	Education Code 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	Education Code 44808.5, 48980	BP 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	Education Code 48980, 51225.3	AR 6146.1	How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria
Upon a student's enrollment	Education Code 49063	AR 5125 AR 5125.3	Specified rights related to student records
When students enter grade 7	Education Code 49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or first grade if not previously enrolled in public school	Education Code 49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
<a href="#">Before grade 12</a>	<a href="#">Education Code 51225.8</a>	<a href="#">AR 6143</a>	<a href="#">Completion and submission of FAFSA and CADAA</a>
Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	AR 6143	<a href="#">UC and CSU</a> College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year	Education Code 51938, 48980	AR 6142.1	Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled or reenrolled in a licensed child care center or preschool	Health and Safety Code 1596.7996	AR 5148	Information on risks and effects of lead exposure, blood lead testing
When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release student's name, address, and phone number to military recruiters without prior written consent

### III. When Special Circumstances Occur

In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate

When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code 313.2, 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program
<a href="#">Prior to implementing alternative schedule</a>	<a href="#">Education Code 46162</a>	<a href="#">BP 6112</a>	<a href="#">Public hearing on alternative schedule in secondary grades</a>
When homeless or foster youth applies for enrollment in before/after school program	Education Code 8483	AR 5148.2	Right to priority enrollment; how to request priority enrollment
Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	AR 3514.2	Intended use of pesticide product
To members of athletic teams	Education Code 32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
Annually to parents/guardians of student athletes before they participate in competition	Education Code 33479.3	AR 6145.2	Information on sudden cardiac arrest
If school has lost its WASC accreditation status	Education Code 35178.4	BP 6190	Loss of status, potential consequences
When district has contracted for electronic products or services that disseminate advertising	Education Code 35182.5	BP 3312	Advertising will be used in the classroom or learning center
At least six months before implementing uniform policy	Education Code 35183	AR 5132	Dress code policy requiring schoolwide uniform
Before implementing a year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	AR 5117	Appeal process

Before early entry to <a href="#">transitional kindergarten or</a> kindergarten, if <a href="#">early entry</a> offered	Education Code 48000	AR 5111 <a href="#">AR 6170.1</a>	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	Education Code 48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	Education Code 48213	AR 5112.2	Student has been excluded from school
Before already admitted student is excluded for lack of immunization	Education Code 48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified as truant	Education Code 48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	Education Code 48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When student requests to voluntarily transfer to continuation school	Education Code 48432.3	AR 6184	Copy of district policy and regulation on continuation education
Prior to involuntary transfer to continuation school	Education Code 48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
To person holding educational rights, prior to recommending placement of foster youth outside school of origin	Education Code 48853.5	AR 6173.1	Basis for the placement recommendation
When student is removed from class and teacher requires parental attendance at school	Education Code 48900.1	AR 5144.4	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts

When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse
At time of suspension	Education Code 48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
Before holding a closed session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	Education Code 48916	AR 5144.1	Readmission procedures
At least 10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	Right to request a meeting with principal or designee
One month before the scheduled minimum day	Education Code 48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents/guardians request guidelines for filing complaint of child abuse	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local



at a school site			child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school <a href="#">into the district</a>	Education Code 49068	AR 5125	Right to receive copy of student's record and <a href="#">a hearing</a> to challenge <del>its</del> content of <a href="#">student's record</a>
When parent/guardian's challenge of student record is denied and parent/guardian appeals	Education Code 49070	AR 5125.3	If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection
When district is considering program to gather safety-related information from students' social media activity	Education Code 49073.6	BP 5125	Opportunity for input on proposed program
When district adopts program to gather information from students' social media activity, and annually thereafter	Education Code 49073.6	AR 5125	Information is being gathered, access to records, process for removal or corrections, destruction of records
Within 24 hours of release of information to a judge or probation officer	Education Code 49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	Education Code 49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	Education Code 49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	Education Code 49456; 17 CCR 2951	AR 5141.3	Vision or hearing test results
Within 10 days of negative balance in meal account	Education Code 49557.5	AR 3551	Negative balance in meal account; encouragement to apply for free or reduced-price meals
Annually to parents/guardians of student athletes before their first practice or competition	Education Code 49475	AR 6145.2	Information on concussions and head injuries

Annually to parents/guardians of student athletes	Education Code 49476	AR 6145.2	Opioid fact sheet
Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12	Education Code 51225.1	BP 6146.1 AR 6173 AR 6173.1 AR 6173.3 AR 6175	Exemption from local graduation requirements, effect on college admission, option for fifth year of high school, <a href="#">transfer opportunities through California Community Colleges</a>
Before any test/survey questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year	Education Code 51938	AR 6142.1	Instruction in HIV prevention or sexual health by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered
Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	Education Code 52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
When migrant education program is established	Education Code 54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857; <a href="#">22 CCR 101218.1</a>	AR 5148	Parent/guardian right to enter <a href="#">and inspect</a> facility <a href="#">and other rights as specified</a>
When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead	Health and Safety Code 1597.16	AR 5148	The requirement to test the facility, and the results of the test
When district receives Tobacco-Use Prevention Education Funds	Health and Safety Code 104420	AR 3513.3	The district's tobacco-free schools policy and enforcement procedures

When testing by community water system finds presence of lead exceeding specified level	Health and Safety Code 116277	AR 3514	Elevated lead level at school
When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
At least 14 days prior to sex offender coming on campus as volunteer	Penal Code 626.81	AR 1240 BP 1250	Dates and times permission granted; obtaining information from law enforcement
When hearing is requested by person asked to leave	Penal Code 627.5	AR 3515.2	Notice of hearing
When responding to complaint re: discrimination, special education, or noncompliance with law	5 CCR 4631	AR 1312.3	Findings, disposition of complaint, any corrective actions, appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies regarding excused and unexcused absences
Within 30 days of application for subsidized child care or preschool services	5 CCR 18094, 18118	AR 5148 AR 5148.3	Approval or denial of services
<a href="#">At least 14 days before change in service or other intended action,</a> uUpon recertification or update of application for child care or preschool services	5 CCR 18095, 18119	AR 5148 AR 5148.3	Any change in service, such as in fees, amount of service, termination of service
Upon child's enrollment in child care program	5 CCR 18114	AR 5148	Policy on fee collection
When payment of child care fees is seven days late	5 CCR 18114	AR 5148	Notice of delinquent fees
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation

For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught	20 USC 6312	AR 4112.2	Timely notice to parent/guardian of child's assignment
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children	20 USC 7704; 34 CFR 222.94	AR 3231	Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Need to submit verification information; any subsequent change in benefits; appeals
When student is homeless or unaccompanied minor	42 USC 11432; Education Code 48852.5	AR 6173	Educational and related opportunities; transportation services; placement decision and right to appeal; <a href="#">duties of district liaison</a> ; <a href="#">public notice</a>
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to <a href="#">receive review</a> records <a href="#">and an opportunity for hearing upon request</a>
When student complains of sexual harassment	34 CFR 106.44, 106.45	AR 5145.7	Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable
When district receives federal funding assistance for nutrition program	USDA FNS Instruction 113-1	BP 3555	Rights and responsibilities, nondiscrimination policy, complaint procedures

#### IV. Special Education Notices

Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415(d); 34 CFR 300.502, 300.503	BP 6159.1 AR 6159.1 AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards
Before functional behavioral assessment begins	Education Code 56321	AR 6159.4	Notification and consent
24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent/guardian to attend IEP meeting	Education Code 56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate
When parent/guardian orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
Within one school day of emergency intervention or serious property damage	Education Code 56521.1	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Upon filing of state complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
When disciplinary measures are taken or change in placement	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards

## V. Classroom/Facility Notices

<a href="#">In all district schools and offices, including staff lounges and student government meeting rooms</a>	<a href="#">Education Code 234.1</a>	<a href="#">AR 1312.3</a>	<a href="#">Uniform complaint procedures board policy and administrative regulation</a>
In each classroom used for license-exempt California State Preschool Program	Education Code <a href="#">82128235.5</a>	AR 1312.3 E 1312.3	Health and safety requirements for preschool programs; where to get complaint form
In each classroom in each school	Education Code 35186	AR 1312.4 E 1312.4	Complaints subject to Williams uniform complaint procedures
<a href="#">In a licensed child care and development center at a location accessible to parents/guardians</a>	<a href="#">Health and Safety Code 1596.857</a>	<a href="#">AR 5148</a>	<a href="#">Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility</a>

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

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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Instruction**

**Policy 6173: Education For Homeless Children**

CSBA NOTE: The following policy reflects the intent of the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435) that each homeless student should have equal access to the same free, appropriate public education and services as other students. 42 USC 11432 mandates that districts adopt, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless children and youth, ensure that homeless students are not segregated or stigmatized on the basis of their status as homeless, and provide for professional development for appropriate staff, as provided in the following policy. In addition, 42 USC 11432 requires that, in reviewing and revising applicable policies, consideration be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

The Governing Board believes that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring~~The Board of Education desires to ensure~~ that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for ~~them~~such students to meet the same challenging academic standards as other students.

~~The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)~~

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

CSBA NOTE: The following paragraph is mandated pursuant to 42 USC 11432. 42 USC 11432 requires that districts adopt policy to remove barriers to homeless students' enrollment and retention due to absences or outstanding fees or fines. See the accompanying administrative regulation for additional procedures designed to remove barriers to the identification and enrollment of homeless students.

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

CSBA NOTE: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. See the accompanying administrative regulation for information about the designation and duties of the district liaison.



The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

CSBA NOTE: Education Code 48851, as added by AB 27 (Ch. 394, Statutes of 2021), requires the district to ensure that each school within the district identifies all homeless children and youths and unaccompanied youths enrolled at the school.

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

CSBA NOTE: The following paragraph is for districts that receive funding from the American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth Fund (ARP-HCY) and may be deleted or revised to reflect district practice by districts that do not receive such funds. Education Code 48851, as added by AB 27, requires districts receiving ARP-HCY funds to annually administer a housing questionnaire to parents/guardians of all students and all unaccompanied youths for purposes of identifying homeless children and youths and unaccompanied youths. The housing questionnaire must be based on best practices developed by the California Department of Education (CDE), include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth, and be made available in paper form. A sample housing questionnaire is available on CDE's web site.

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

CSBA NOTE: Education Code 48852.6, as added by AB 27, requires districts to create a web page or post on its web site (1) a list of district liaisons and contact information for such liaison(s) and (2) specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness. Additionally, Education Code 48852.6, as added by AB 27, requires a district school, if it has a web site, to post the contact information for the district liaison, as well as the name and contact information of any employee or person under contract the school may have who assists the district liaison in completing the liaison's duties. See the accompanying administrative regulation for more information regarding posting requirements.

In addition, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites, ~~provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local~~

~~agencies to coordinate referrals for homeless children and youth and unaccompanied youth, as specified in the accompanying administrative regulation. (Education Code 48852.6)~~

~~Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)~~

CSBA NOTE: Pursuant to 42 USC 11432, placement determinations for homeless students must be made according to the student's "best interest," as defined in the accompanying administrative regulation.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

CSBA NOTE: The following paragraph is mandated by 42 USC 11432. Although this law prohibits the segregation of homeless students into a separate school or program, separate schools that were in operation before 2001 may continue to operate under specified conditions. Districts that maintain such a school may revise the following paragraph to reflect district practice.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

CSBA NOTE: Although students' addresses generally may be designated as "directory information" that is not harmful if disclosed, 42 USC 11432 provides that information about a homeless student's living situation must instead be provided the protections afforded to other student records under the Family Educational Rights and Privacy Act. For further information about the disclosure of homeless students' records, see the U.S. Department of Education's (USDOE) "Education for Homeless Children and Youths Program Non-Regulatory Guidance."

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

CSBA NOTE: Pursuant to 42 USC 11432, districts receiving assistance through the McKinney-Vento Homeless Assistance Act are required to coordinate services as provided below. Other districts may delete or revise the following paragraph to reflect district practice.

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

CSBA NOTE: 42 USC 11432 mandates that districts adopt policies and practices to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, as determined appropriate by the federal Office of the Coordinator.

Education Code 48852.5 requires CDE to provide specified informational and training materials to district liaisons, including informational materials on the educational rights of homeless children and youth and resources available to assist homeless children and youth. Education Code 48852.5, as amended by SB 400 (Ch. 400, Statutes of 2021), also requires CDE to develop and implement a system to verify that districts are providing the required training to school personnel providing services to youth experiencing homelessness at least annually.

The following paragraph reflects the training requirement of Education Code 48852.5 and USDOE's "Education for Homeless Children and Youths Program Non-Regulatory Guidance," regarding the content of the professional development.

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to ~~provide~~, training on the definitions of terms related to homelessness, ~~the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers.~~ (Education Code 48852.5; 42 USC 11432)

CSBA NOTE: Education Code 48851, as added by AB 27, requires districts to collect the completed housing questionnaires described above, and annually report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district.

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 52064.5, the State Board of Education has adopted evaluation rubrics for use by districts in evaluating their strengths, weaknesses, and areas that require improvement.

In addition, pursuant to 20 USC 6311 annual district report cards for districts receiving Title I funds are required to include disaggregated student achievement data and graduation rates of homeless students.

At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to bettermore effectively identify and support the education of homeless students.

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Instruction****Regulation 6173: Education For Homeless Children**

CSBA NOTE: The following administrative regulation is mandated pursuant to 42 USC 11432; see section on "Transportation" below.

## Definitions

CSBA NOTE: The federal McKinney-Vento Homeless Assistance Act (42 USC 11434a) and Education Code 48859, as amended by AB 27 (Ch. 394, Statutes of 2021), define "homeless children and youths" as provided below. Foster youth who are living in emergency or transitional shelters are within the definition of homeless students but youth who are awaiting foster care placement are not. See BP/AR 6173.1 - Education for Foster Youth for state law regarding foster children.

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code ~~48852.7~~48859; 42 USC 11434a)

1. ~~1.~~ Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. ~~2.~~ Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. ~~3.~~ Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. ~~4.~~ Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth ~~who are~~ not in the physical custody of a parent or guardian. (~~20~~ Education Code 48859; 42 USC 11434a)

CSBA NOTE: The following definition of "school of origin" generally reflects Education Code 48852.7, which exceeds the definition in 42 USC 11432 and is consistent with the state definition of "school of origin" that applies to foster youth. However, 42 USC 11432 includes preschools in the definition as provided below.

School of origin means the school that the homeless student attended when permanently housed or the school in which ~~he/she/the student~~ was last enrolled, including a preschool. If the school ~~the homeless student attended when permanently housed is different from the school in which he/she/the student~~ was last enrolled, or if there is some other school that ~~he/she/the student~~ attended within the preceding 15 months and with which ~~he/she/the student~~ is connected, the district liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the

person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

CSBA NOTE: Education Code 48850 expresses legislative intent that the "best interest" of a homeless student or foster youth includes educational stability as well as placement in the least restrictive educational program, as provided below. Education Code 48853 further provides that the placement of a foster youth must consider the student's access to academic resources, services, and extracurricular and enrichment activities. For consistency with the definition of "best interest" applicable to foster youth (see AR 6173.1 - Education for Foster Youth), the following definition also reflects Education Code 48853.

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

#### District Liaison

CSBA NOTE: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. The district should fill in the blanks below with the title or position, address, email address, and phone number of the district liaison.

The Superintendent designates the following staff person as the district liaison for homeless students: ~~(42 USC 11432)~~ (42 USC 11432)

Superintendent of Schools or Homeless Liaison Designee  
109 Beckwith Road  
P.O. Box 955  
Loyalton, CA 96118  
(530) 993-1660, dial 0-Ext \*837

CSBA NOTE: The duties of the district liaison for homeless students are listed in 42 USC 11432 and are specified below. Also see the U.S. Department of Education's (USDOE) "Education for Homeless Children and Youths Program Non-Regulatory Guidance" and the "Homeless Liaison Toolkit" developed by the National Center for Homeless Education.

The district's liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

- 1.- Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
- 2.- Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools
- 3.- Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start

programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

- 4.- Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
- ~~4.6.6.~~ Disseminate public notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, ~~family~~ shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.
- 7.- Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below
- 8.- Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

CSBA NOTE: Pursuant to Education Code 48852.5, as amended by SB 400 (Ch. 400, Statutes of 2021), the California Department of Education (CDE) is required to provide training materials to district liaisons for homeless students for the purpose of providing required professional development and support to school personnel who provide services to homeless students.

The examples of school personnel listed below reflect CDE's 2021-22 Federal Program Monitoring Instrument.

- 9.- Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support
- 10.- Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
- 11.- Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law

CSBA NOTE: Pursuant to Education Code 48918.1, the district liaison must be notified at least 10 calendar days before the date of the expulsion hearing for a homeless student, when the student's alleged violation does not require a mandatory recommendation for expulsion, and may be notified for mandatory expulsions; see AR 5144.1 - Suspension and Expulsion/Due Process. When so notified, the



district liaison is expected to assist the student and, as necessary, advocate on the student's behalf.

Furthermore, pursuant to Education Code 48915.5, if the homeless student has also been identified as an individual with a disability and the district has proposed a change of placement due to an act for which decision to recommend expulsion is discretionary, the district liaison must be invited to participate in the individualized education program (IEP) team meeting that makes a manifestation determination pursuant to the Individuals with Disabilities Education Act (20 USC 1415(k)).

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in ~~his/her~~the student's expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

CSBA NOTE: 42 USC 11432 requires CDE to publish a list of district liaisons on its web site. CDE collects the name and contact information of district liaisons through the consolidated application process, along with information about district compliance with federal program requirements.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. ~~He/she~~The Superintendent or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on ~~the~~ CDE's web site. (42 USC 11432)

## Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

CSBA NOTE: 42 USC 11432 specifies factors that must be considered in determining a student's best interest, as provided below.

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

CSBA NOTE: The following optional paragraph presents examples of factors that may be considered in making placement decisions based on a student's "best interest," and may be revised to reflect district practice.

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

~~However, placement decisions shall not be based on whether a homeless student lives with the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)~~

~~However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)~~

In the case of an unaccompanied youth, the district liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of ~~his/her~~the right to appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in ~~his/her~~the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

CSBA NOTE: Education Code 48852.7 and 42 USC 11432 require schools to immediately enroll homeless students as specified below. In its "Non-Regulatory Guidance Education for Homeless Children and Youths Program," the USDOE recommends that the district take steps to facilitate immediate enrollment such as accepting school records directly from families, establishing school-based immunization clinics, and training staff on the legal requirements for immediate enrollment. See AR 5111.1 - District Residency.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if ~~he/she~~the student: (Education Code 48850, 48852.7; 42 USC 11432)

- 1.- Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
- 2.- Does not have clothing normally required by the school, such as school uniforms
- 3.- Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
- 4.- Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall immediately refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if ~~he/she~~the student is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than ~~his/her~~the school of origin or the school requested by ~~his/her~~the student's parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the ~~decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)~~reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the student's school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

~~The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)~~

~~To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)~~

- 1.- If the student is transitioning between grade levels, he/she/the student shall be allowed to continue in the same attendance area.
- 2.- If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she/the student shall be allowed to continue to the school designated for matriculation in that district.

CSBA NOTE: Education Code 48852.7 and 42 USC 11432 require that homeless students who become permanently housed during the school year be allowed to remain in the school of origin for the remainder of the school year. Additionally, Education Code 48852.7 allows homeless students to remain in the school of origin, or matriculate to a feeder school, even if the student is no longer homeless. The district may revise the following list to reflect the grade levels and feeder school patterns in the district.

If the student's status changes before the end of the school year so that he/she/the student is no longer homeless, he/she/the student shall be allowed to stay in the school of origin: (Education Code 48852.7)

- 1.- Through the duration of the school year if he/she/the student is in grades K-8
- 2.- Through graduation if he/she/the student is in high school

#### Resolving Enrollment Disputes

CSBA NOTE: In the event that a dispute arises over the district's decision related to student eligibility, school selection, or enrollment, the district must comply with the requirements of 42 USC 11432 and the dispute resolution process established by CDE. CDE's process is described in its, "Homeless Education Dispute Resolution Process" letter to districts, available on CDE's web site. CDE's letter does not specify a hearing process or timelines for the district-level dispute resolution process. Thus, the district may revise the following section to reflect district practice, provided that the process is consistent with law.

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any

decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

CSBA NOTE: The following optional list should be modified to reflect district practice. In its "Education for Homeless Children and Youths Program Non-Regulatory Guidance," the USDOE recommends that the written explanation contain the elements specified below. See the accompanying exhibits for a sample explanation and appeal form.

The written explanation shall include:

- 1.- A description of the action proposed or refused by the district
- 2.- An explanation of why the action is proposed or refused
- 3.- A description of any other options the district considered and the reasons that any other options were rejected
- 4.- A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
- 5.- Appropriate timelines to ensure any relevant deadlines are not missed
- 6.- Contact information for the district liaison and state coordinator, and a brief description of ~~their~~those roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

CSBA NOTE: The following optional paragraph is recommended in the USDOE's "Education for Homeless Children and Youths Program Non-Regulatory Guidance."

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

CSBA NOTE: The following optional paragraph is recommended in CDE's "Homeless Education Dispute Resolution Process" letter to districts. CDE recommends that if the parent/guardian or unaccompanied youth is an English Learner, the native language and/or an interpreter be used, and/or if additional supports are needed because of a disability, such services be made available without charge.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

- 1.- Inform them that they may provide written and/or oral documentation to support their position

- 2.- Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
- 3.- Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
- 4.- Provide them a copy of the dispute form they submit for their records
- 5.- Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the district liaison's enrollment decision, ~~he/she may appeal~~ the decision may be appealed to the Superintendent. The Superintendent shall make a determination within five working days.

CSBA NOTE: In its "Homeless Education Dispute Resolution Process" letter to districts, CDE describes the process for appealing a district's enrollment decision to the county office of education (COE) and CDE. Upon receipt of materials describing the dispute from the district, the COE liaison will determine the school selection or enrollment decision within five working days. If the dispute remains unresolved or is appealed, the COE liaison will forward the documentation to CDE's Homeless Education Program. CDE will notify all parties of the final determination of eligibility, school selection, or enrollment within five working days of receipt of the appeal.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the liaison for homeless ~~liaison~~students at the county office of education.

CSBA NOTE: 42 USC 11432 provides that, during any dispute over a student's enrollment, the student must be allowed to be enrolled in the school in which enrollment is sought during the period of all appeals. 42 USC 11434a defines "enrollment" as including attendance in classes and full participation in school activities.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

#### Transportation

CSBA NOTE: 42 USC 11432 mandates that districts adopt policies and practices to ensure that transportation is provided to homeless students, at the request of the student's parent/guardian or of the district liaison in the case of an unaccompanied youth, to and from the school of origin as specified below.

In its "Education for Homeless Children and Youths Program Non-Regulatory Guidance," USDOE

states that the law imposes an affirmative obligation to transport homeless students, even if transportation is not provided to other students. The Guidance clarifies that, because the State of California receives funds under McKinney-Vento, all districts in California are subject to this requirement.

Federal law does not address the authorization provided by Education Code 39807.5 for the district to charge for the cost of home-to-school transportation. However, it is likely that most homeless students would be identified as indigent and would therefore be exempt from transportation costs. See AR 3250 Transportation Fees.

The district shall provide transportation for a homeless student to and from ~~his/her~~ the student's school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend ~~his/her~~ the student's school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

CSBA NOTE: Education Code 48852.7 requires that the district provide transportation to a formerly homeless student with an IEP only if transportation is a necessary related service. Education Code 48852.7 does not supersede or exceed other laws governing special education services for eligible homeless students.

The following paragraph may be revised if the district chooses to provide transportation to other formerly homeless students attending their school of origin.

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an ~~individualized education program~~ IEP that includes transportation as a necessary related service for the student. (Education Code 48852.7)

#### Transfer of Coursework and Credits

CSBA NOTE: The following section is for use by districts maintaining high schools.

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school ~~or agency~~ and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, ~~he/she~~ the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that ~~he/she~~ the student did not complete at ~~his/her~~ the previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with ~~the holder~~ the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular

course, ~~he/she~~the student shall be enrolled in the same or equivalent course, if applicable, so that ~~he/she~~the student may continue and complete the entire course. (Education Code 51225.2)

CSBA NOTE: Although Education Code 51225.2 requires districts to award partial credits to homeless students who transfer from school to school, there is no uniform system for calculating and awarding partial credits. A recommendation for how to award partial credit is available in the California Child Welfare Council's Partial Credit Model Policy and Practice Recommendations and should be revised to reflect district practice.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

#### Applicability of Graduation Requirements

CSBA NOTE: The following section is for use by districts maintaining high schools. Also see BP 6146.1 - High School Graduation Requirements.

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements ~~prescribed~~established by the Governing Board of Education.

However, when a homeless student who has completed ~~his/her~~the second year of high school transfers into the district from another school district or transfers between high schools within the district, ~~he/she~~the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of ~~his/her~~the fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for ~~him/her~~the student, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (~~Education Code 51225.1~~) (Education Code 51225.1)

To determine whether a homeless student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the length of the student's school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

~~To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)~~

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for ~~him/her~~ the student how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if ~~he/she~~ the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within ~~his/her~~ the fifth year of high school, ~~he/she~~ the Superintendent or designee shall: (Education Code 51225.1)

1. ~~1-~~ Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for ~~him/her~~ the student, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect ~~his/her~~ the ability to gain admission to a postsecondary educational institution
2. ~~2-~~ Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. ~~3-~~ Upon agreement with the homeless student or with the person holding the right to make educational decisions for ~~him/her~~ the student if ~~he/she is~~ under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

### Eligibility for Extracurricular Activities

CSBA NOTE: The following paragraph is required pursuant to Education Code 48850. See BP 6145 - Extracurricular and Cocurricular Activities for additional eligibility requirements.

A homeless student who enrolls in any district school shall ~~be immediately deemed to meet~~ have access to extracurricular and enrichment activities that are available to all ~~residency requirements for participation~~ students in the school, including but not limited to, interscholastic sports ~~or other extracurricular activities administered by the California Interscholastic Federation.~~ (Education Code 48850) ~~(cf. 6145 - Extracurricular and Cocurricular Activities)~~  
(~~cf. 6145.2 - Athletic Competition~~)

### Notification ~~and~~, Complaints, and Posting Requirements

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)



CSBA NOTE: Education Code 51225.1 and 51225.2 provide that complaints of noncompliance with specified requirements related to the educational rights of homeless students may be filed in accordance with the uniform complaint procedures (UCP) specified in 5 CCR 4600-4670. As with other complaints covered under the UCP, a complainant may appeal the district's decision to CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

CSBA NOTE: Education Code 48852.6, as added by AB 27, requires the district and each district school that maintains a web site to post on the district and school web sites information related to homeless students' education, as specified in the following paragraphs.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Regulation approved: April 10, 2007  
revised: April 14, 2015  
revised: February 9, 2016  
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revised: May 10, 2022

Board Policy Manual  
Sierra County/Sierra-Plumas Joint Unified School District

**Instruction**

**Exhibit 6173-E(1): Education For Homeless Children**

**DISTRICT EXPLANATION OF DECISION  
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Note: The following form should be revised to reflect district practice. In its, " Education for Homeless Children and Youths Program Non-Regulatory Guidance," the U.S. Department of Education recommends that the written statement of any decision regarding a homeless student's eligibility, school selection, or enrollment include the elements specified below. See the accompanying administrative regulation.

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: \_\_\_\_\_  
Name of person completing form: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone number: \_\_\_\_\_

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_  
Name of unaccompanied student: \_\_\_\_\_

School requested: \_\_\_\_\_  
District's placement decision (name of school): \_\_\_\_\_

Description of Actionaction(s) proposed/refused by the district related to eligibility, school selection, or enrollment, including an explanation of why the action(s) is proposed/refused:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other options the district considered, if any, ~~included the following options~~ which were rejected for the following reasons:

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Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

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You have the right to appeal this decision to the county/district Superintendent. To do so, contact the county/district's homeless liaison listed below within the next five working days to request a Dispute Form. You may provide written or oral documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of the decision within 30 calendar days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Sierra County Board ~~Office~~ of Education. If you are not satisfied with the county board's decision, you may then appeal to the California Department of Education (CDE). The county/district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

County/District Liaison: The county/district liaison is one of the primary contacts between homeless families and school or district staff. The liaison is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Superintendent of Schools or Homeless Liaison Designee  
109 Beckwith Road  
PO Box 955  
Loyalton CA 96118  
(530) 993-1660, dial 0  
schoolinfo@spjUSD.org

County ~~Board of Education Liaison~~: If you appeal the county/district's decision to the County Board of Education~~COE~~, the county/district liaison shall forward all written documentation and related paperwork to the County Board of Education~~homeless liaison at the COE~~. The County Board of Education~~county liaison~~ will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials and notify you of the decision.

Sierra County Board of Education  
109 Beckwith Road  
PO Box 955  
Loyalton CA 96118  
(530) 993-1660, dial 0  
schoolinfo@spjUSD.org

State Coordinator: If you appeal the COE's decision to CDE, the County Board of Education~~county homeless liaison~~ shall forward all written documentation and related paperwork to CDE's Homeless Education Program. The state coordinator will review the county/district, County Board of Education~~COE~~, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

California Department of Education  
Homeless Education Team  
1430 N Street  
Sacramento CA 95814  
(866) 856-8214  
Homeless Education Team: [homelessed@cde.ca.gov](mailto:homelessed@cde.ca.gov)  
Leanne Wheeler: [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov)  
Heidi Brahms: [hbrahms@cde.ca.gov](mailto:hbrahms@cde.ca.gov)  
Karmina Barrales: [kbarrales@cde.ca.gov](mailto:kbarrales@cde.ca.gov)

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Exhibit approved: April 10, 2007  
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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Instruction****Exhibit 6173-E(2): Education For Homeless Children****DISPUTE FORM**

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared orally with the district's liaison for homeless students.

Date submitted: \_\_\_\_\_

Student's name: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of school requested: \_\_\_\_\_

I wish to appeal the eligibility, school selection, or enrollment decision made by:

- County/District Homeless Liaison
- County/District Superintendent
- County ~~office of education liaison~~ Board of Education

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation ~~verbally~~ orally.

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I have been provided with:

- A written explanation of the county/district's decision
- Contact information for the county/district's homeless liaison
- Contact information for the county ~~office of education's homeless liaison~~ County Board of Education
- Contact information for the state homeless coordinator
- A copy of this dispute form

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Exhibit approved: April 10, 2007  
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**Board Policy Manual**  
**Sierra County/Sierra-Plumas Joint Unified School District**

**Board Bylaws****Bylaw 9322: Agenda/Meeting Materials**

## Agenda Content

Governing Board of Education-meeting agendas shall reflect the county/district's vision and goals and the Board's focus on student learning and well-being.

CSBA NOTE: Government Code 54954.2 requires Governing Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words. For information regarding the different types of meetings and meeting location requirements, including teleconferenced meetings, see BB 9320 - Meetings and Notices. For agenda requirements regarding closed session agenda items, see BB 9321 - Closed Session Purposes and Agendas.

Each agenda shall state the meeting time and place/location and shall briefly describe each business-item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of by a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that, before or during the committee's consideration of the item, and the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

CSBA NOTE: Pursuant to Government Code 54957.5, the agenda for a regular meeting must include the address of the location where the public can inspect any materials that are related to an open session item and are distributed to the Board less than 72 hours before that meeting. See section below entitled "Agenda Dissemination to Members of the Public."

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

CSBA NOTE: Government Code 54954.2 requires that the agenda include information regarding how, when, and to whom a request for a disability-related accommodation or modification may be made. See BB 9320 - Meetings and Notices. The following paragraph should be modified to reflect district practice as to when and to whom such a request should be made.



The agenda shall include information regarding how, when, and to whom a request ~~should be made if an individual requires for~~ disability-related accommodations or modifications, including auxiliary aids and services, may be made by an individual who requires accommodations or modifications in order to participate in the Board meeting. (Government Code 54954.2)

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 49073.2, the Board is prohibited from including in its minutes a student's directory information, as defined in Education Code 49061, or a parent/guardian's personal information, as defined in Education Code 49073.2, when the student or parent/guardian has provided the Board with a written request that such information be excluded; see BB 9324 - Minutes and Recordings. In order to notify students and parents/guardians of the right to request that such information be withheld, the Board should consider including a statement in each agenda.

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the Board.

## Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

CSBA NOTE: Education Code 35145.5 mandates that the Board adopt reasonable regulations to ensure that members of the public can place matters directly related to district business on Board meeting agendas. The following paragraph, including the timeline, should be revised to reflect district practice. Districts are free to establish their own timeline for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one. In *Caldwell v. Roseville Joint Union High School District*, a federal district court upheld a district bylaw requiring members of the public to submit a written request in order to place items on a meeting agenda. The case involved an alleged violation of the plaintiff's First Amendment rights when the district did not place an item on the agenda in response to the plaintiff's oral request because the district disagreed with the plaintiff's religious beliefs. However, the court held that the district's bylaw requiring that requests first be made in writing was content-neutral and thus a reasonable restriction.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

CSBA NOTE: In *Mooney v. Garcia*, a California appeals court reaffirmed the board's discretion in determining whether an agenda item is related to school district matters.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information ~~or whether the issue is covered by an existing policy or administrative regulation~~, and if so, respond accordingly.

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

CSBA NOTE: The following optional paragraph is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item ~~that unless such item~~ has ~~not~~ been previously considered at an open meeting of a committee comprised exclusively of Board members. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

#### Agenda Dissemination to Board Members

CSBA NOTE: The following section is optional and should be modified to reflect district practice. Pursuant to Government Code 6252.7, when the Board, in the conduct of its duties, is authorized by law to access any writing of the Board or district, including agenda and supporting documents, the district is prohibited from discriminating between or among Board members as to when and which writing will be made available.

CSBA's GAMUT Meetings, an electronic board meeting agenda service for use by districts, county

offices of education, and the public allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available supporting documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

#### Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act (PRA) and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

CSBA NOTE: Pursuant to Government Code 54954.2, the agenda for a regular meeting of the Board must be posted at least 72 hours prior to the meeting on the district's web site, if it has one, and at a location that is freely accessible to the public. The Attorney General has determined in 78 Ops.Cal.Atty.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time, including evening hours, during the 72 hours immediately preceding the meeting. Also see BB 9320 - Meetings and Notices.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

CSBA NOTE: Government Code 54954.2 requires that the agenda for any meeting occurring on or after January 1, 2019, be posted on the homepage of the district web site, if it has one, in accordance with law. Districts that use an integrated agenda management platform, such as CSBA's GAMUT Meetings, may provide a direct link on the homepage of the district's web site to access agendas posted on the platform. Pursuant to Government Code 54954.2, the link must not be solely accessible through a contextual menu, and the agenda must be posted in a format which is retrievable, downloadable, indexable, electronically searchable by commonly used Internet search applications, available to the public free of charge, and without any restriction that would impede the reuse or redistribution of the agenda.

The Attorney General has opined in 99 Ops. Cal. Atty. Gen. 11 (2016) that the Brown Act regular

meeting online agenda posting provision contained within Government Code 54954.2 is not necessarily violated when a local agency's web site experiences technical difficulties that cause the agenda to become inaccessible to the public for a portion of the 72 hours that precede the scheduled meeting. If the local agency has otherwise substantially complied with the Brown Act agenda posting requirements, the legislative body may lawfully hold its regular meeting as scheduled.

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

CSBA NOTE: The following paragraph is for districts that have a web site and should be deleted by districts that do not have a web site. Pursuant to Government Code 54954.1, as amended by SB 274 (Ch. 763, Statutes of 2021), any district with a web site is required to email a copy of, or a web site link to, the agenda or a copy of all the documents constituting the agenda packet if a person requests that such items be delivered by email, as specified below.

The Superintendent or designee shall email a copy of, or a web site link to, the agenda or a copy of all the documents constituting the agenda packet to any person who requests such items to be delivered by email. If the Superintendent or designee determines that it is technologically infeasible to do so, a copy of the agenda or a web site link to the agenda and a copy of all other documents constituting the agenda packet shall be sent to the person who has made the request in accordance with mailing requirements specified in law. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

CSBA NOTE: The following optional paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet. Government Code 54954.1 authorizes districts to charge a fee for mailing the agenda or agenda packet as long as the fee does not exceed the cost of providing the service. Pursuant to Government Code 54957.5, a surcharge may not be imposed for providing the agenda and other public record documents in alternative formats to persons with disabilities.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service. (Government Code 54954.1)

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the ~~Public Records Act~~. PRA. (Government Code 54957.5)

CSBA NOTE: Pursuant to Government Code 54954.1, upon request, the agenda and supporting documentation must be made available in appropriate alternative formats to persons with a disability, as required under the Americans with Disabilities Act (42 USC 12132). Examples of alternative formats, also referred to as "auxiliary aids and services," are listed in 28 CFR 36.303 and include accessible electronic and information technology, audio recordings, or Braille materials.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

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