

**AMENDED AGENDA for the Joint Meeting of the  
Sierra County Board of Education  
and the  
Sierra-Plumas Joint Unified School District Governing Board**

August 12, 2025

5:30pm CLOSED Session

6:00pm Regular Session

**Meeting Location:**

*Downieville: Downieville School, 130 School St, Downieville CA 95936*

**Zoom for the public:**

*Link: <https://us02web.zoom.us/j/88055158047>*

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

*Webinar ID: 880 5515 8047*

**Board Members:**

*Area 1: Patty Hall – phall@spjUSD.org*

*Area 2: Rhynie Hollitz (Vice President) – rhollitz@spjUSD.org*

*Area 3: John Martinetti (Clerk) – jmartinetti@spjUSD.org*

*Area 4: Kelly Champion (President) – kchampion@spjUSD.org*

*Area 5: Richard Jaquez – rjaquez@spjUSD.org*

*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(s) or designee in writing.*

*Any student or parent/guardian who wishes to have directory information or personal information, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes should contact the Superintendent(s) 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 Sierra County Office of Education, Room 3, 109 Beckwith Road, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyschools.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. PUBLIC COMMENT FOR CLOSED SESSION**

At this time, the meeting opens for any public comments regarding the Closed Session item(s).

**E. CLOSED SESSION**

The Board will move into Closed Session to discuss the following item(s):

1. Government Code 54957.6

**CONFERENCE WITH LABOR NEGOTIATORS**

Agency Negotiator(s) for the Board: James Berardi, County Superintendent  
Sean Snider, District Superintendent

Employee Organizations:

Unrepresented Employees: District Superintendent  
Sierra-Plumas Teachers' Association  
Classified Employees  
Confidential Employees  
Administrative Employees

**F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK**

**G. 6:00PM – RECONVENE**

**H. FLAG SALUTE**

**I. REPORT OUT FROM CLOSED SESSION**

**J. INFORMATION/DISCUSSION ITEMS**

1. Superintendent Reports

**COUNTY—SCOE**

- a. College and Career Readiness Support positions (grant-funded)\*\*
- b. SCOE Personnel Items:
  1. Assignment of Christa Johnson, Speech Aide, .60 FTE (18 hours/week), effective August 20, 2025
  2. Assignment of Amber Williams, 2025-2026 Math, Science, Computer Science Coordinator

**DISTRICT—SPJUSD**

- c. Middle School Update
  - d. Facility Master Plan
  - e. District Mission and Vision Statement
  - f. Student Board Members
2. Business Report
- a. Most recent Inter-District Attendance Agreements approved\*\*
3. SPTA Report
4. Committee/Board Member Reports
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. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

**K. CONSENT CALENDAR**

1. Approval of minutes for the joint Special Meeting held July 24, 2025\*\*
2. Approval of minutes for the joint Regular Meeting held July 29, 2025\*\*
3. Approval of Board Report-Checks Dated 07/01/2025 through 07/31/2025
  - a. SCOE\*\*
  - b. SPJUSD\*\*
4. Approval of the following SPJUSD personnel items:
  - a. Assignment of Jordan Smith, Library Aide, Loyalton Elementary/Middle School .67 FTE (4 hours/day), effective August 20, 2025
  - b. Assignment of Egricelda Garcia, Custodian, Loyalton Middle School, .5 FTE, effective July 01, 2025
  - c. Assignment of Patricia Auger, Instructional Support and Intervention Teacher, Districtwide, 1.0 FTE, effective August 18, 2025
  - d. Increase FTE for one Instructional Aide, Loyalton Elementary School, .625 FTE to .83 FTE (3.75 hours/day to 5 hours/day)

**L. ACTION ITEMS**

1. New Business

**COUNTY & DISTRICT**

- a. Approval of updated Injury & Illness Prevention Plan (IIPP) for 2025-2026 to include Heat Illness Prevention Plan\*\*

### **DISTRICT—SPJUSD**

- b. Approval to increase FTE for part-time Teacher for Loyalton Middle School by .057 (25 minutes/day) for prep time
- c. Approval of Assignment of Amy Mason, Teacher, Loyalton Middle School, .486 FTE (3 periods/day + 25 minutes prep/day), effective August 18, 2025
- d. Adoption of Resolution No. 26-005D, Changing Bank Account Authorized Signatory\*\*
- e. Approval of Assignments to Teach Core Subjects out of Credential Authorization for the 2025-2026 school year (Loyalton)\*\*
- f. Approval of new Employment Agreement for District Superintendent, Contract No. 2026-004D\*\*
- g. Approval of quote for online CTE and A-G/AP Courses to supplement K12\*\*
- h. Award of contract to the lowest responsive responsible bidder for the Loyalton Elementary School Roof Project\*
- i. Approval of quote for new HVAC system at Loyalton Elementary School\*\*
- j. Approval of quote for relocation of Sierra Pass portable\*\*
- k. Approval of the District Sunshine Proposal\*\*

### **BOARD POLICIES AND BYLAWS**

Board Bylaw 9310: “The Superintendent or designee shall develop and present a first reading at a public Board meeting and action may be taken on the proposed policy. The Board may require additional readings if necessary.”

#### **Batch from July 29<sup>th</sup> – Second Reading**

- l. 0410—Nondiscrimination in District Programs and Activities^^
- m. 0420.4—Charter School Authorization^^
- n. 0420.41—Charter School Oversight^^
- o. 0440—District Technology Plan^^
- p. 0450—Comprehensive Safety Plan^^
- q. 1113—District and School Websites^^
- r. 1312.3—Uniform Complaint Procedures^^
- s. 9011—Disclosure of Confidential/Privileged Information^^

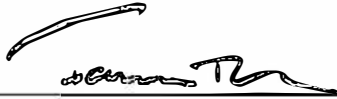
#### **New for August 12<sup>th</sup> – First Reading**

- t. 4030—Nondiscrimination in Employment\*\*
- u. 4033—Lactation Accommodation\*\*
- v. 4119.11~4219.11~4319.11—Sexual Harassment\*\*
- w. 5125.1—Release of Directory Information\*\*
- x. 5145.3—Nondiscrimination/Harassment\*\*
- y. 5145.6—Parent/Guardian Notifications\*\*
- z. 5145.7—Sexual Harassment\*\*
- aa. 5146—Married/Pregnant/Parenting Students\*\*
- bb. 6142.91—Reading/Language Arts Instruction\*\*
- cc. 6145.2—Athletic Competition\*\*
- dd. 9150—Student Board Members\*

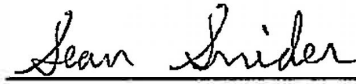
### **M. ADVANCED PLANNING**

1. The next Regular Joint Board Meeting will be held on September 09, 2025, at Sierra County Office of Education, Room 10, 109 Beckwith Rd, Loyalton CA 96118 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing will be available for the public.
2. Suggested Agenda Items

N. ADJOURN



James Berardi,  
County Superintendent



Sean Snider,  
District Superintendent

\*\* enclosed

\* handout

^^ prior meeting handout

James Berardi, County Superintendent – [jberardi@spjUSD.org](mailto:jberardi@spjUSD.org)

Sean Snider, District Superintendent – [ssnider@spjUSD.org](mailto:ssnider@spjUSD.org)

Kristie Jacobsen, Executive Assistant to the Superintendents – [kjacobson@spjUSD.org](mailto:kjacobsen@spjUSD.org)

Randy Jones, Director of Business Services/CBO – [rjones@spjUSD.org](mailto:rjones@spjUSD.org)

Office: 530-993-1660 x0

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

## **Districtwide College and Career Readiness Support Coordinator**

### **Position Overview:**

The grant-funded, district-wide College and Career Readiness Support Coordinator will play a critical role in supporting students' postsecondary success by managing key grant initiatives and enhancing district-wide college and career readiness programming. This individual will oversee the implementation of the Golden State Pathways Program (GSPP) and the Middle College/Early College (MCEC) grants while also supporting a wide range of student-facing services including work-based learning (WBL), dual enrollment, academic planning, and college/career advising.

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### **Key Responsibilities:**

#### **Golden State Pathways Program (GSPP) Management**

- Establish formal partnerships with local and regional employers to create structured internships and apprenticeships aligned to career pathways.
- Coordinate and lead a WBL employer roundtable to identify and expand student work-based learning opportunities.
- Recruit employers in high-growth industries to form advisory boards that guide pathway development and ensure labor market alignment.
- Launch and support early-stage Work Based Learning (WBL) activities such as guest speakers, job shadowing, and career days.
- Collaborate with postsecondary institutions to develop articulation agreements for high school CTE course credit transfer.
- Support implementation of industry-recognized certifications within each CTE pathway.
- Collect and analyze required grant data to inform decisions and monitor progress.
- Collaborate with the Chief Business Officer (CBO) on budget tracking and adjustments.
- Submit grant progress and expenditure reports with support from the CBO.
- Attend GSPP technical assistance meetings, webinars, and office hours.

### **Middle College / Early College (MCEC) Grant Coordination**

- Expand dual enrollment access by developing agreements with local and online community colleges.
- Provide college and career counseling to middle and high school students.
- Assist students with access to instructional materials including textbooks, Chromebooks, and supplies.
- Monitor student progress and provide support in dual enrollment and online high school classes.

### **College and Career Readiness Program Support**

- Collaborate with school staff to coordinate mock job interviews, PSAT/SAT administration, and other college readiness assessments.
- Guide the development and implementation of 4-year academic and career plans for students.
- Coordinate teams attending related professional development opportunities.
- Organize and support college nights and Cash for College financial aid events.
- Coordinate and help lead college campus tours for students.
- Support the rollout and usage of the CaliforniaColleges.edu (CCGI) platform across schools.
- Create and distribute promotional materials to publicize events and available services.

### **CTE Pathway Development**

- Assist in the expansion and improvement of existing CTE pathways.
- Explore new pathway options aligned to student interest and workforce needs.

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### **Minimum Qualifications:**

- Bachelor's degree or equivalent industry experience.

**Preferred Qualifications:**

- Valid California Teaching Credential.
  - At least 2 years of experience in college and/or career readiness work at the middle or high school level.
  - Strong interpersonal, organizational, and project management skills.
  - Knowledge of current trends in workforce development, dual enrollment, and secondary/postsecondary alignment.
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**Work Environment and Expectations:**

This is a dynamic, collaborative role requiring regular interaction with students, families, educators, postsecondary partners, and employers. Some evening events (e.g., college nights, family workshops) and occasional travel to college campuses or industry sites may be required.

## **Downieville CTE Pathway and College and Career Readiness Support Coordinator**

### **Position Overview:**

The grant-funded, Downieville CTE Pathway and College and Career Readiness Support Coordinator plays a pivotal role in preparing grades 7-12 students for success in both college and careers. This position focuses on building and enhancing Career and Technical Education (CTE) pathways, coordinating meaningful work-based learning (WBL) experiences, and supporting comprehensive college and career readiness programs. The coordinator will also support the implementation of the Golden State Pathways Program (GSPP) and provide individualized guidance to students enrolled in dual enrollment or online high school courses.

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### **Key Responsibilities:**

#### **1. CTE Pathway Development**

- Assist in the design and development of CTE pathways aligned with local, regional, and statewide labor market needs.
- Collaborate with teachers and administrators to integrate industry standards and certifications into course sequences.
- Support the enhancement of existing CTE offerings and identify opportunities for new pathways based on student interest and workforce demand.

#### **2. Golden State Pathways Program (GSPP) Management**

- Establish and maintain formal partnerships with local and regional employers to develop structured internship and apprenticeship opportunities.
- Organize and lead a Work-Based Learning (WBL) employer roundtable to promote collaboration between business leaders and educators.
- Facilitate early-stage WBL activities including guest speakers, job shadowing, career panels, and industry tours.
- Collaborate with community colleges and other postsecondary institutions to create articulation agreements for CTE course credit transfer.
- Support the rollout of industry-recognized certifications within each career pathway.



### **3. Student Academic and Postsecondary Support**

- Provide college and career counseling to middle and high school students, including course planning and postsecondary goal setting.
- Assist students in accessing instructional resources such as textbooks, Chromebooks, and necessary course materials.
- Monitor student performance and provide support for those enrolled in dual enrollment and online high school classes.
- Communicate with families regarding student progress and available postsecondary opportunities.

### **4. College and Career Readiness Program Support**

- Collaborate with staff to coordinate mock job interviews, PSAT/SAT/ACT exams, and other college and career preparation activities.
- Guide students and staff in developing and implementing 4-year academic and career plans.
- Organize and support college nights, Cash for College events, and financial aid workshops for students and families.
- Support implementation and training for CaliforniaColleges.edu (CCGI) to improve student planning and data tracking.
- Create and distribute promotional materials to raise awareness about college and career events, programs, and services.

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### **Preferred Qualifications:**

- Bachelor's degree or equivalent industry experience.
- Valid California Teaching Credential.
- At least two years of experience in college/career readiness programming at the secondary level.
- Strong communication, organizational, and project management skills.

- Understanding of workforce development, career pathways, and postsecondary education systems.

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### **Work Environment and Expectations:**

This position requires collaboration across various stakeholders including students, families, educators, employers, and postsecondary institutions. Flexibility is essential, as occasional evening events and travel to employer sites or college campuses will be necessary. The successful candidate will be a proactive problem-solver with a student-centered approach and a passion for career and college readiness.

## Inter-District Attendance Agreements

2025-2026

New/Renewal	School Year	Grade Entering	District of Residence	Receiving District	Reason Given by Requestor	Backup Documentation Received?	In/Out?
New	2025-26	4	SPJUSD	Plumas	Parent works in Plumas	Yes	Out
New	2025-26	9	SPJUSD	WUHSD	Preferred environment for student	n/a	Out
Renewal	2025-26	2	Washoe	SPJUSD	Continue education in Loyalton	n/a	In
Renewal	2025-26	7	Washoe	SPJUSD	Continue education in Loyalton	n/a	In
Renewal	2025-26	12	Washoe	SPJUSD	Continue education in Loyalton	n/a	In
Renewal	2025-26	4	Washoe	SPJUSD	Continue education in Loyalton	n/a	In
Renewal	2025-26	12	Washoe	SPJUSD	Parent works for SPJUSD	n/a	In
New	2025-26	6	Washoe	SPJUSD	Caregiver employed with SPJUSD	n/a	In
New	2025-26	4	Washoe	SPJUSD	Caregiver employed with SPJUSD	n/a	In
New	2025-26	7	Washoe	SPJUSD	Parent works in Plumas County; Grandparents in Loyalton	n/a	In
Renewal	2025-26	6	SPJUSD	Washoe	Proximity to school	n/a	Out

Report Date:  
8/12/2025

**MINUTES for the Joint *SPECIAL* Meeting of the  
Sierra County Board of Education  
and the  
Sierra-Plumas Joint Unified School District Governing Board**

July 24, 2025

4:00pm

*Loyalton:* Sierra County Office of Education, Room 1, 109 Beckwith Rd, Loyalton CA 96118  
*Zoom videoconferencing* was also available for the public.

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**A. CALL TO ORDER**

*President KELLY CHAMPION called the meeting to order at 4:09pm.*

**B. ROLL CALL**

**PRESENT:**     *Area 1: Patty Hall  
Area 2: Rhynie Hollitz (Vice President)  
Area 3: John Martinetti (Clerk) (arrived at 4:28pm)  
Area 4: Kelly Champion (President)  
Area 5: Richard Jaquez*

**ABSENT:**     *None*

**C. APPROVAL OF AGENDA**

*HOLLITZ/JAQUEZ  
4/0*

**D. PUBLIC COMMENT**

*Special Meeting Agenda Items only, please.  
None*

**E. DISCUSSION ITEMS**

1. Annual Education Report to the Community  
*Overview given by SNIDER and CHAMPION, and this is a work in progress.*

**F. ACTION ITEMS**

1. New Business
  - a. Approval of fire system proposal for District Office/Wellness Center project  
*HALL motioned to approved the proposal from Current Electric & Alarm.  
Second by JAQUEZ.  
4/0*
  - b. Approval of request for membership in a purchasing cooperative with King  
County Directors' Association (KCDA), Contract No. 2026-005D  
*HOLLITZ/HALL  
4/0*

**G. BOARD WORKSHOP: BOARD SELF-EVALUATION AND GOAL SETTING**

**H. ADVANCED PLANNING**

1. The next Regular Joint Board Meeting will be held on July 29, 2025, at Sierra County  
Office of Education, Room 10, 109 Beckwith Rd, Loyalton CA 96118 at 6:00pm. If  
needed, Closed Session may be held before the Regular session beginning at 5:00pm.  
Zoom videoconferencing will be available for the public.

I. ADJOURN

*CHAMPION adjourned the meeting at 7:14pm.*

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James Berardi,  
County Superintendent

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Sean Snider,  
District Superintendent

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John Martinetti, Clerk

**MINUTES for the Joint Meeting of the  
Sierra County Board of Education  
and the  
Sierra-Plumas Joint Unified School District Governing Board**

July 29, 2025

5:00pm CLOSED Session

6:00pm Regular Session

*Loyalton: Sierra County Office of Education, Room 10, 109 Beckwith Rd, Loyalton CA 96118*

*Zoom videoconferencing was also available for the public.*

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**A. CALL TO ORDER**

*President KELLY CHAMPION called the meeting to order at 5:05pm.*

**B. ROLL CALL**

**PRESENT:**     *Area 1: Patty Hall  
Area 2: Rhynie Hollitz (Vice President)  
Area 3: John Martinetti (Clerk)  
Area 4: Kelly Champion (President)  
Area 5: Richard Jaquez*

**ABSENT:**     *None*

**C. APPROVAL OF AGENDA**

*MARTINETTI/HALL  
5/0*

**D. PUBLIC COMMENT FOR CLOSED SESSION**

*None*

**E. CLOSED SESSION**

The Board moved into Closed Session *at 5:06pm* to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board:     James Berardi, County Superintendent  
Sean Snider, District Superintendent

Employee Organizations:

Unrepresented Employees:     District Superintendent  
Sierra-Plumas Teachers' Association  
Classified Employees  
Confidential Employees  
Administrative Employees

2. Government Code 54957

PUBLIC EMPLOYMENT PERFORMANCE EVALUATION

Title: District Superintendent

- a. 2024-2025 evaluation follow-up
- b. Superintendent draft presentation of 2025-2026 goals

F. RETURN TO OPEN SESSION at 5:54pm and ADJOURN FOR BREAK

G. 6:03PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

*MARTINETTI: Guidance was given to SNIDER on the first item. The second item was for discussion only.*

J. RECOGNITION OF STAFF LEAVING SCOE/SPJUSD

K. INFORMATION ITEMS

1. Superintendent Reports

**COUNTY—SCOE**

a. SCOE Personnel Items:

1. Resignation for Amanda Wattenburg, Teacher on Special Assignment, 1.0 FTE, effective June 30, 2025

**DISTRICT—SPJUSD**

b. Presentation of Draft Facility Master Plan

*Presentation given by representatives from School Leaders (fka Dixon Smart Schoolhouse).*

c. Middle School Update

*SNIDER: New buildings for Wellness Center and District Office are delayed for 6-8 weeks, but we will not delay the opening of the middle school. The District Office will relocate temporarily until the new buildings arrive.*

d. All-Staff Kickoff August 18<sup>th</sup>

*SNIDER: Annual staff kickoff with a speaker and lunch. Teachers are given two days before school starts to prepare for students to arrive on the 20<sup>th</sup>.*

e. Board Goal Setting Workshop

*SNIDER: Rough draft of the three goals that came out of the workshop held last week on the 24<sup>th</sup>.*

2. Business Report

a. Most recent Inter-District Attendance Agreements approved

3. SPTA Report

*PRESIDENT—PRAKASH: \*\*Read by JACOBSEN. No report, but SPTA wishes everyone a continued restful summer break.*

4. Committee/Board Member Reports

*CHAMPION: Budget Committee met earlier. Next meeting set for September 9<sup>th</sup>. We've been reviewing revenues versus expenditures by site, keeping an eye on middle school funding, and reviewing water testing. Would like to see if we can get a student involved with the board as a Student Board Member.*

*SNIDER: Facilities Committee met last week. Looked at proposals for the fire system install in the new buildings as well as networking and cabling. There's a lot of activity lately with new buildings and movement.*

*HOLLITZ: Would like to thank all staff, board members and administrators that worked on the steps needed to come up with the Facility Master Plan.*

5. Public Comment

*Amy Mason—Parent, Teacher: Thank you to Rebekah Perez for taking on Athletic Director at the high school. Question about the coaches for the spring being voted on already. Why is that being done so early? Could that be moved to a later date to give other members of the community a chance?*

L. CONSENT CALENDAR

1. Approval of minutes for the joint Regular Meeting held June 24, 2025
2. Approval of minutes for the joint Special Meeting held July 02, 2025
3. Approval of Board Report-Checks Dated 06/01/2025 through 06/30/2025
  - a. SCOE
  - b. SPJUSD
4. Approval of Quarterly Report on Williams Uniform Complaints for the quarter ending 06/30/2025
  - a. SCOE
  - b. SPJUSD
5. Authorization for the Superintendent to enter into the REVISED 2024-2025 Interlocal Contract with Washoe County School District, Contract 2025-007D
6. Acknowledgement of \$1000 donation from Harmony Lodge No. 164, F. & A.M.
7. Approval of the following SPJUSD personnel items:
  - a. Resignation for Isabel McMillan, Expanded Learning Opportunity Program (ELO-P) Instructor, Downieville, .88 FTE (5.25 hours/day), effective June 30, 2025
  - b. Authorization to fill Expanded Learning Opportunity Program (ELO-P) Instructor, Downieville, .88 FTE (5.25 hours/day)
  - c. Assignment of Isabel McMillan, 4-6 Teacher, Downieville School, 1.0 FTE, effective August 18, 2025
  - d. Approval of Employment of Viviana Romero on a Short-Term Staff Permit (STSP) in order to fill a certificated assignment in Math at Downieville School for the 2025-2026 school year, as allowed by the California Commission on Teacher Credentialing regulations. A diligent search was conducted and no fully credentialed applicant was available. 1.0 FTE, effective August 18, 2025
  - e. Resolution No. 26-004D, Authorizing Employment of Viviana Romero on a Short-Term Staff Permit for the 2025-2026 school year
  - f. Assignment of Shannon Scott, Loyalton Middle School Secretary & Districtwide Attendance Clerk, 1.0 FTE, effective August 06, 2025
  - g. Resignation for Taya Hernandez, Instructional Aide, Loyalton Elementary School, .63 FTE (3.75 hours/day), effective July 21, 2025
  - h. Authorization to fill Instructional Aide, Loyalton Elementary School, .63 FTE (3.75 hours/day)
  - i. Rescind assignment of Mirabel Hernandez, 2025-2026 Soccer Coach, Loyalton High School
  - j. Assignment of the following coaches:
    1. Ozzie Perez, 2025-2026 Soccer, Loyalton High School
    2. Phoebe Sheridan, 2025-2026 JV Volleyball, Loyalton High School
    3. Mitch Wilson, 2025-2026 Girls Softball, Loyalton High School



4. Isaac Price, 2025-2026 Golf, Loyalton High School
5. Frank Emsoff, 2025-2026 Assistant Varsity Football, Loyalton High School
6. Augustine Corcoran, 2025-2026 Boys Baseball, Loyalton High School

*HOLLITZ/MARTINETTI*

*4/0 (1 Abstention – HALL)*

#### M. ACTION ITEMS

1. New Business

#### **COUNTY & DISTRICT**

##### ***PUBLIC HEARING – Declaration of Need for Fully Qualified Educators***

- a. Public Hearing *opened at 7:20pm* to receive public comment regarding the Declaration of Need for Fully Qualified Educators for the 2025-2026 School Year. *Closed at 7:21pm with no comment.*
- b. Adoption of Resolution No. 26-002C/26-003D, Declaration of Need for Fully Qualified Educators for the 2025-2026 School Year

*HOLLITZ/HALL*

*5/0*

- c. Approval of the Declaration of Need for Fully Qualified Educators for the 2025-2026 school year. *A diligent search to recruit fully prepared teacher(s) was made and an insufficient number of certificated persons met the employment criteria for the position(s).*

1. SCOE

2. SPJUSD

*CHAMPION/HALL*

*5/0*

- d. Approval of CBEST Waiver for Substitute Teachers

*The Sierra COE and Sierra-Plumas JUSD have been unable to recruit enough day-to-day substitute teachers who have not had an opportunity to take and pass all sections of the California Basic Educational Skills Test. The SCOE and SPJUSD anticipates employing no greater than five (5) day-to-day substitutes on variable term CBEST waiver for the 2025-2026 school year.*

*HALL/MARTINETTI*

*5/0*

#### **COUNTY—SCOE**

- e. Adoption of the Revised SCOE Proposition 30 Education Protection Act for 2025-26

*HOLLITZ/MARTINETTI*

*5/0*

- f. Adoption of Resolution 26-001C, Fund Transfers between SCOE and SPJUSD for the 2025-2026 Fiscal Year

*JAQUEZ/CHAMPION*

*5/0*

#### **DISTRICT—SPJUSD**

- g. Adoption of Resolution 26-002D, Fund Transfers between SPJUSD and SCOE for the 2025-2026 Fiscal Year

*HOLLITZ/MARTINETTI*

*5/0*

## BOARD POLICIES AND BYLAWS

Board Bylaw 9310: “The Superintendent or designee shall develop and present a first reading at a public Board meeting and action may be taken on the proposed policy. The Board may require additional readings if necessary.”

### **New for July 29<sup>th</sup> – First Reading**

*Postponed to August 12<sup>th</sup> for Second Reading. Item l. (Artificial Intelligence) will be postponed to September or later to allow for input from teachers.*

- h. 0410—Nondiscrimination in District Programs and Activities
- i. 0420.4—Charter School Authorization
- j. 0420.41—Charter School Oversight
- k. 0440—District Technology Plan
- l. 0441—Artificial Intelligence
- m. 0450—Comprehensive Safety Plan
- n. 1113—District and School Websites
- o. 1312.3—Uniform Complaint Procedures
- p. 9011—Disclosure of Confidential/Privileged Information

## N. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on August 12, 2025, at Downieville School, 130 School St, Downieville CA 95936 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing will be available for the public.
2. Suggested Agenda Items  
*None*

## O. ADJOURN

*CHAMPION adjourned the meeting at 7:44pm.*

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James Berardi,  
County Superintendent

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Sean Snider,  
District Superintendent

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John Martinetti, Clerk



**SIERRA COUNTY BOARD OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD  
Closed Session Reporting Form**

DATE: July 29, 2025

CLOSED SESSION BEGAN AT: 5:06 P.M.

**BOARD MEMBERS PRESENT:**

☒ Patty Hall ☒ Rhynie Hollitz ☒ John Martinetti ☒ Kelly Champion ☒ Richard Jaquez

**OTHERS PRESENT:**

- ☒ James Berardi, County Superintendent  
☒ Sean Snider, District Superintendent  
☒ Randy Jones, Director of Business Service/CBO  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**I. SESSION TOPIC(S):**

**Item #1—Government Code 54957.6**

**PUBLIC EMPLOYMENT PERFORMANCE EVALUATION**

Title: District Superintendent

- a. 2024-2025 evaluation follow-up
- b. Superintendent draft presentation of 2025-2026 goals

**RESULT:**

- ☒ **DIRECTION WAS GIVEN TO SUPERINTENDENT**  
☐ **THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.**  
☐ **A ROLL CALL VOTE WAS TAKEN:**  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_  
☐ **A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:**  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_

**Item #2—Government Code 54957**

**CONFERENCE WITH LABOR NEGOTIATORS**

Agency Negotiator(s) for the Board:

James Berardi, County Superintendent  
Sean Snider, District Superintendent

Employee Organizations:

Unrepresented Employees:

District Superintendent  
Sierra-Plumas Teachers' Association  
Classified Employees

Confidential Employees  
Administrative Employees

**RESULT:**

- ☐ **DIRECTION WAS GIVEN TO SUPERINTENDENT**  
☒ **THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.**  
☐ **A ROLL CALL VOTE WAS TAKEN:**  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_  
☐ **A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:**  
HALL \_\_\_\_\_ HOLLITZ \_\_\_\_\_ MARTINETTI \_\_\_\_\_ CHAMPION \_\_\_\_\_ JAQUEZ \_\_\_\_\_

**SIERRA COUNTY BOARD OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD  
Closed Session Reporting Form**

II. ENDED CLOSED SESSION AT 5:54 P.M. AND RETURNED TO OPEN SESSION

PRESIDED BY: Kelly Champion RECORDED BY: John Martinetti  
Kelly Champion, PRESIDENT John Martinetti, CLERK

## Checks Dated 07/01/2025 through 07/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017543	07/14/2025	PRIMO BRANDS BLUETRITON BRANDS, INC.	11-9500	WATER SERVICE		52.55
00017544	07/14/2025	DONALD BERGSTROM	01-9500	SPED/DO CLEANING		1,837.50
00017545	07/14/2025	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	01-4300	SALES TAX	1.19-	
			01-9502	SALES TAX	572.74	
			11-9502	SALES TAX	1.45	573.00
00017546	07/14/2025	CALIFORNIA COUNTY SUPERINTENDENTS	01-5300	BASC STEERING COMMITTEE	1,000.00	
				CCSESA DUES	17,676.90	
				CISC MEMBERSHIP DUES	600.00	
				PASCO DUES	1,000.00	
				TSC MEMBERSHIP DUES	400.00	20,676.90
00017547	07/14/2025	CALIFORNIA COUNTY SUPT EMCN FISCAL AGENT	01-5300	EMCN COALITION		110.00
00017548	07/14/2025	CASBO	01-5300	CASBO DUES		850.00
00017549	07/14/2025	CURRENT ELECTRIC & ALARM	01-5810	ANNUAL ALARM FEE	650.00	
			11-5500	ALARM MONITORING	540.00	1,190.00
00017550	07/14/2025	EDWARDS, STEVENS AND TUCKER, LLP	01-9500	LEGAL FEES		1,950.00
00017551	07/14/2025	ELEVATION TRUCKEE	01-9500	TRANSITIONAL SERVICES		3,528.00
00017552	07/14/2025	FRONTLINE TECHNOLOGIES GROUP LLC	01-5810	ESCAPE LICENSE/PROGRAMMING	31,203.73	
			01-5899	ESCAPE LICENSE/PROGRAMMING	31,203.75	62,407.48
00017553	07/14/2025	FAGEN FRIEDMAN & FULFROST LLP	01-9500	LEGAL FEES		310.50
00017554	07/14/2025	LAUREN JONES BEHAVIORAL CONSULTANT	01-9500	BEHAVIORAL CONSULTANT		5,460.00
00017555	07/14/2025	MEGAN MESCHERY	01-9500	PER DIEM/MILEAGE		202.72
00017556	07/14/2025	TRENTON NORMAN	01-9500	PER DIEM		140.00
00017557	07/14/2025	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		13,227.75
00017558	07/14/2025	PLUMAS-SIERRA TELECOMMUNICATIONS	11-9500	BROADBAND SERVICE		109.00
00017559	07/14/2025	PRESENCELEARNING, INC.	01-5810	PRESENCE LEARNING	4,300.00	
			01-9500	PRESENCE LEARNING	2,544.10	6,844.10
00017560	07/14/2025	UBEO WEST LLC	11-9500	COPIER/MAINTENANCE		48.62
00017561	07/14/2025	RHYNIE HOLLITZ	01-9500	PER DIEM		154.00
00017562	07/14/2025	SIERRA VALLEY HOME CENTER	01-9500	SHOP CLASS SUPPLIES		1,264.14
00017563	07/14/2025	SMALL SCHOOL DISTRICTS' ASSOCIATION	01-5300	MEMBERSHIP		3,000.00
00017564	07/14/2025	TODDLER TOWERS, INC. SIERRAKIDS	01-9500	ELOP SPED AIDE		3,390.77
00017565	07/14/2025	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	2,107.00	
			76-9576	HEALTH INSURANCE	30,667.31	32,774.31
Total Number of Checks					23	160,101.34

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.

## Checks Dated 07/01/2025 through 07/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	19	115,454.66
11	ADULT EDUCATION	5	751.62
76	Payroll Clearing	2	43,895.06
Total Number of Checks		23	160,101.34
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			160,101.34

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.

## Checks Dated 07/01/2025 through 07/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087721	07/01/2025	VERIZON WIRELESS	01-5899	CELL PHONE SERVICE	516.31	
			01-5910	CELL PHONE SERVICE	466.52	982.83
00087722	07/14/2025	ALLPRO ENVIRONMENTAL SERVICES	40-5890	ASBESTOS TESTING		1,950.00
00087723	07/14/2025	AMERIGAS	01-9510	PROPANE		299.65
00087724	07/14/2025	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00087725	07/14/2025	CALIFORNIA SCHOOL BOARD ASSOC C/O WESTAMERICA BANK	01-5300	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	4,208.50	
			01-5890	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	2,100.00	
			01-5899	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	6,308.50	12,617.00
00087726	07/14/2025	CITY OF LOYALTON	01-9510	WATER AND SEWER - LOYALTON SITES		5,158.42
00087727	07/14/2025	CURRENT ELECTRIC & ALARM, INC.	01-5600	ALARM MONITORING	990.00	
			01-5899	ALARM MONITORING	75.00	1,065.00
00087728	07/14/2025	DIXON SMARTSCHOOLHOUSE LLC	40-9510	FACILTY MASTER PLAN		13,250.00
00087729	07/14/2025	DOWNIEVILLE PUBLIC UTILITY DIS	01-9510	Water		681.48
00087730	07/14/2025	EDWARDS, STEVENS AND TUCKER, LLP	01-9510	LEGAL FEES		1,267.50
00087731	07/14/2025	AMY FILIPPINI	01-9510	PER DIEM		159.00
00087732	07/14/2025	LYNN W. FILLO	01-9210	HEALTH CARE REIMBURSE		252.90
00087733	07/14/2025	CAROLINE GRIFFIN	01-9510	Reim. for attendance awards		700.00
00087734	07/14/2025	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00087735	07/14/2025	JOSTENS	01-9510	graduation supplies		15.27
00087736	07/14/2025	LEARNINGTECH.ORG	01-5890	ERATE MANAGEMENT		6,600.00
00087737	07/14/2025	MARTIN EARTHWORKS	01-6200	BUILDING PREP WORK		10,000.00
00087738	07/14/2025	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		27,161.00
00087739	07/14/2025	POWERSCHOOL GROUP LLC	01-5890	POWERSCHOOL MAINT/SUPPORT		3,628.81
00087740	07/14/2025	UBEO WEST LLC	01-9510	COPIER MAINT.		445.43
00087741	07/14/2025	RIDDEL ALL AMERICAN SPORTS CORP	01-5890	Helmet Reconditioning		2,419.56
00087742	07/14/2025	LOYALTON ROTARY	01-5300	ROTARY DUES		130.00
00087743	07/14/2025	SIERRA BOOSTER	01-9510	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		162.00
00087744	07/14/2025	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE	289.50	
			01-9510	REFUND DEPOSITS/FEES	240.00	529.50
00087745	07/14/2025	SIERRA HARDWARE	01-9510	Misc Maintenance supplies		1,164.15
00087746	07/14/2025	SIERRA VALLEY HOME CENTER	01-9510	MAINT SUPPLIES	375.93	
				MAINT. SUPPLIES	669.01	
				MISC. AG SUPPLIES	127.57	1,172.51
00087747	07/14/2025	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	01-5890	SALES TAX	.59-	

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.



## Checks Dated 07/01/2025 through 07/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087747	07/14/2025	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	01-9502	SALES TAX	372.59	372.00
00087748	07/14/2025	TEAM ONE NETWORKING	01-9510	PHONE SERVICES		140.00
00087749	07/14/2025	TINYEYE TECHNOLOGIES CORP c/o V68000U	01-9510	THERAPY SERVICES		10,119.48
00087750	07/14/2025	TODDLER TOWERS, INC. SIERRA KIDS	01-9510	ELOP PROGRAM		22,278.83
00087751	07/14/2025	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	5,895.62	
			76-9576	HEALTH INSURANCE	81,971.14	87,866.76
00087752	07/14/2025	UC REGENTS THE CA HISTORY-SOCIAL SCIENCE	01-5200	REGISTRATION		600.00
00087753	07/14/2025	WHITE'S SIERRA STATION, INC	13-9510	VAN AC REPAIR		126.61
00087754	07/14/2025	YONDR	01-4300	CELL PHONE POUCHES/SETUP		2,135.25
00087755	07/11/2025	TNTP	01-5200	LITERACY PROF LEARNING		40,371.00
Total Number of Checks					35	256,021.94

## Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	31	131,563.19
13	Cafeteria Fund	1	126.61
40	Special Reserve for Capital Ou	2	15,200.00
76	Warrant/Pass Though (payroll)	2	109,132.14
Total Number of Checks		35	256,021.94
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			256,021.94

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.

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

**INJURY & ILLNESS  
PREVENTION PROGRAM  
(IIPP)**

109 BECKWITH ROAD, ROOM #3\* P O BOX 955  
LOYALTON, CA 96118  
(530) 993-1660 \* FAX (530) 993-0828

7/29/2025

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## INTRODUCTION

In order to maintain a safe and healthful work environment, the Sierra-Plumas Joint Unified School District and Sierra County Office of Education have developed this Injury and Illness Prevention Program (IIPP) for all employees. The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations §3203 and Section 6401.7 of the California Labor Code. And consists of the following eight elements:

Responsibility  
Hazard Assessment/Inspection  
Accident/Exposure Investigation  
Hazard Correction  
Communication  
Training and Instruction  
Compliance  
Recordkeeping

Every employer has a legal obligation to provide and maintain a safe and healthful workplace for their employees. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals employed by Sierra-Plumas Joint Unified School District and Sierra County Office of Education.

Portions of this guide were adapted from Guide to Developing Workplace Injury and Illness Prevention Program, prepared by the Cal/OSHA Consultation Service, CS-1 revised August 2005.

A copy of the IIPP must be maintained at the district office as well as at each school site.

### **EMPLOYEE ACCESS TO THE PROGRAM**

All employees have the right and opportunity to receive and review their employer's IIPP. Sierra Plumas JUSD and Sierra COE will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
  - One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

Sierra Plumas JUSD and Sierra COE will communicate the right and the procedures to access the Program to all employees.

Employees of Sierra Plumas JUSD and Sierra COE can receive and review our IIPP by making a written request themselves or designating an authorized representative that they give written authorization to make the request on their behalf. The written authorization request must include:

- The name and signature of the employee who is authorizing a designated representative to access the Program on their behalf
- The name of the designated representative authorized to receive the Program for the employee
- The date of the request
- The date when the written authorization will expire (if less than (1) year).

# INJURY AND ILLNESS PREVENTION PROGRAM

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT AND  
SIERRA COUNTY OFFICE OF EDUCATION  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #3  
LOYALTON, CA 96118

LARAIN SEI  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #3  
LOYALTON, CA 96118

## **ASSIGNMENT OF RESPONSIBILITY** (Title 8 California Code of Regulations §3203(a)(1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Sean Snider, SUPERINTENDENT  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #1  
LOYALTON, CA 96118  
530 993-1660 Ext 110 \* Fax 530 993-0828

---

Co-Administrator's Name

---

Randy Jones, BUSINESS MANAGER  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #1  
LOYALTON, CA 96118  
530 993-1660 Ext 120 \* Fax 530 993-0828

The IIPP Administrator Sean Snider, Superintendent, Human Resources, Laraine Sei and school site administrators are responsible for implementing and maintaining the components of the IIPP program at their school sites. The responsibilities of our IIPP Administrator and site administrators include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Health and Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns

Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for assisting in implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school site safety coordinators include:

- Conducting at a minimum, quarterly safety inspections
- Participating on the district wide Health & Safety Committee
- Participating in the mitigation of identified hazards
- Communicating with employees about safety

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- Following safe work practices
- Using appropriate personal protective equipment as instructed by their supervisors

This IIPP applies to all schools in the Sierra-Plumas Joint Unified School District and the Sierra County Office of Education

## **HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a) (4))**

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer. Periodic inspections to identify and evaluate hazards in our schools' sites will be performed by one or more of the following checked individuals:

School-site safety coordinators at their school sites and/or the site administrator, District's IIPP Administrator OR superintendent's designee.

Inspections are performed according to the following schedule:

- When we initially established our IIPP, site wide safety inspections
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- Whenever new, previously unidentified hazards are recognized
- Whenever occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

There are two types of inspections: overall facility inspections and specific work area inspections. For the purpose of the Sierra-Plumas Joint Unified School District and Sierra County Office of Education IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
  - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
  - b. a previously unrecognized hazard is discovered.
  - c. an accident or illness occurs.
2. Specific work area inspection by each Site or Department periodically, but not less than annually.



## **ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a) (5))**

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

Sean Snider, Superintendent, Laraine Sei, Personnel Technician, or Randy Jones, Business Manager

---

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include: (see page 22)

- Visiting the scene as soon as possible
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Examining the workplace and the incident for underlying causes associated with the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken at health and safety committee meetings

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause an amputation, loss of an eye, or any serious degree of permanent disfigurement, that requires inpatient hospitalization other than medical observation or diagnostic testing but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone, Human Resources will contact Cal/OSHA within 8 hours.

## **HAZARD CORRECTION (Title 8 CCR §3203(a) (6))**

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.
- We have identified the following potential hazards in our schools but not limited to:
  - Slip and fall hazards and ladder safety
  - Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
  - Lead paint
  - Asbestos
  - Ergonomic hazards
  - Infectious diseases, including blood borne and aerosol transmissible diseases
  - Outdoor heat

- Violence
- Indoor air quality
- Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.

The IIPP Administrator, site administrator and/or school site safety coordinator will ensure that those current employees and/or new employees with exposure potential to these or other hazards will be trained by workshops, on-line course classes, on-site trainings, or other effective instruction.

## **COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a) (3))**

All supervisors, school site safety coordinators, and/or site administrators are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors, school site safety coordinator and/or site administrator, about workplace hazards without fear of reprisal.

Our communication system includes all of the following items:

- New employee orientation including a discussion of safety and health policies and procedures
- Follow-through by supervisors to ensure effectiveness
- Worksite-specific health and safety training
- Regularly scheduled safety committee meetings will be held once per month or at minimum once a quarter.
- Effective communication of safety and health concerns between employees and supervisors, including language translation, will take place in one or all of the following:
  - Post and/or distribute safety information to school sites for distribution to employees
  - Site Administrators can include safety tip in staff meetings.
  - Safety Tips can be posted in staff rooms or handed out to employees
  - Periodic emails may be used to send out important safety information to employees.
- A system for employees to anonymously inform administration about workplace hazards. This system involves: 1) employees may submit concerns/safety issues directly to school administrator's office or the school safety coordinator 2) Report of Unsafe Condition or Hazard form (see Page 14), and a copy is provided in the employee new hire orientation binder. Copies also located at each school site main office.
- Our health and safety committee meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses
- Other methods we use to ensure communication with and involvement of employees include: follow up with staff and/or administrators on safety concerns

**AND**

Our district also elects to use a health and safety committee to meet all the requirements of Title 8 CCR §3203(c) (1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a) (3).

## **TRAINING AND INSTRUCTION (Title 8 CCR §3203(a) (7))**

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according to the following schedule:

When our IIPP was first established.

- To all new employees.
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard
- Whenever anyone is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees about the hazards specific to each employee's job assignment.

All employees will complete the following safety trainings upon onset of employment and again as is required by Cal OSHA regulations:

1. Fire Safety, Fire Extinguisher, and Fire Prevention.
2. Emergency Preparedness
3. Hazard Communication - Globally Harmonizing System (GHS) and Safety Data Sheets (SDS).
4. Injury & Illness Prevention Program
5. Blood Borne Pathogens
6. AB1825 Sexual Harassment - For Supervisory employees
7. SB1343 Sexual Harassment – For non-supervisory employees.
8. Mandated Reporter

Safety training will also include, but is not limited to:

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- The availability of toilet, hand-washing, and drinking water facilities.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - stacking goods in an unstable manner
  - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training will also include but not limited to:

- The prevention of musculoskeletal disorders, including proper lifting techniques
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper food and beverage storage to prevent them from becoming contaminated
- On any other topics listed in the Hazard Correction section of this plan
- In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

Training will occur in the following applications:

1. General Campus-Wide Training Sessions.
2. Safety Meetings.
3. Individual employee training for specific job tasks.
4. Through Keenan SafesSchools Online training.

Training is an on-going process that will focus on specific employee jobs and procedures. The main point to safety training is to prevent unsafe situations, procedures, or acts. Always document any training, regardless of length or importance. Example Training Logs should be completed when safety training is provided. Copies of the completed training logs should be forwarded to Human Resources. The live trainings can be tracked on the Keenan SafeSchools Online Training Program.

## **EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))**

Site Administrators are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and administrators are expected to enforce the rules fairly and uniformly.

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by the decision of Site Administrators or Superintendent
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: 1) oral notice; 2) written notice; 3) disciplinary action

Sierra-Plumas Joint Unified School District and the Sierra County Office of Education will actively enforce the IIPP. An employee that fails to recognize safety rules and safe work practices, shall be disciplined. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action (consistent with bargaining unit agreements) will include, but not be limited to, the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Discontinue employment with record added to personnel file

## **RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))**

Recordkeeping is critical for demonstrating the effort of Sierra-Plumas Joint Unified School District and Sierra County Office of Education towards safety and program implementation.

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed Department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form and Hazard Mitigation Log. Retain for 2 years and maintained by Departments and Maintenance and Operations.
2. Copies of Accident Investigation Forms. Retain for 2 years
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for duration of each individual's employment by Human Resources.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Human Resources.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Human Resources.

The Safety Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Sierra-Plumas Joint Unified School District and Sierra County Office of Education, with responsibility shared by management and staff alike.

The master copy of this IIPP can be found at: DISTRICT OFFICE/SCOE OFFICE

Other copies of the IIPP can be found at: <http://www.sierracountyschools.org>



## Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program (IIPP) and communicating with employees about our IIPP at their sites:

SCHOOL	SAFETY COORDINATOR	DATE ASSIGNED
LOYALTON ELEMENTARY School Site	Isaac Price	
LOYALTON MIDDLE	Josh Wilkinson	
LOYALTON MIDDLE former site School Site	Isaac Price Name of Coordinator	
LOYALTON JR/SR HIGH/SIERRA PASS School Site	FILIMON MARTINEZ Name of Coordinator	
DOWNIEVILLE K-12 School Site	Shawn Maple Name of Coordinator	
DISTRICT/COUNTY OFFICE School Site	Randy Jones Name of Coordinator	
SEIRRA PLUMAS SITES School Site	Sean Snider/LARAIN SEI Name of Coordinator	
LOYALTON ELEMENTARY SPECIAL ED School Site	Isaac Price Name of Coordinator	
School Site	Name of Coordinator	
Adult Education School Site	Wendy Jackson/Wendy Church-Bergstrom	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
109 Beckwith Road, Room #3 \* P O Box 955  
Loyalton, CA 96118  
530 993-1660 \* Fax 530 993-0828  
www.sierracountyofficeofeducation.org

REPORT OF UNSAFE CONDITION OR HAZARD

***Optional: Employees may submit this form anonymously by forwarding to the Superintendent's Office, Sierra-Plumas Joint Unified School District/Sierra County Office of Education, P O Box 955, Loyalton, CA 96118***

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location of condition believed to be unsafe or hazardous: \_\_\_\_\_

Date and time condition or hazard observed: \_\_\_\_\_

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard? \_\_\_\_\_

***Optional:***

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**District/County Superintendent of Schools Office's Response:**

Name of Person Investigating Report: \_\_\_\_\_

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: \_\_\_\_\_

Revised: \_\_\_\_\_

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## HAZARD ASSESSMENT AND CORRECTION RECORD

*To be used in correlation with the Office/Classroom Inspection Checklist.*

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Date of Inspection: \_\_\_\_\_ Person Conducting Inspection: \_\_\_\_\_

Unsafe Condition or Work Practice: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

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Date of Inspection: \_\_\_\_\_ Person Conducting Inspection: \_\_\_\_\_

Unsafe Condition or Work Practice: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

---

Date of Inspection: \_\_\_\_\_ Person Conducting Inspection: \_\_\_\_\_

Unsafe Condition or Work Practice: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

## INJURY ASSESSMENT AND CORRECTION RECORD

*(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)*

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Injury: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Location of Injury: \_\_\_\_\_

Explain How Injury Happened: \_\_\_\_\_

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Date of Inspection: \_\_\_\_\_ Person Conducting Inspection: \_\_\_\_\_

Unsafe Condition or Work Practice: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SAFETY TRAINING AND INSTRUCTION RECORD**

Training Date: \_\_\_\_\_

Topic and/or Type of Training: \_\_\_\_\_

Trainer(s): \_\_\_\_\_

**Please attach topic of discussion and anything passed out to employees.**

*(Employee's need to sign-in.)*

<i>Employee Print</i>	<i>Employee Signature</i>
Attach any topic and/or training materials to this sheet	

# OFFICE/CLASSROOM INSPECTION CHECKLIST

**WORKSITE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUILDING:** \_\_\_\_\_ **ROOM:** ☐ \_\_\_\_\_

**NAME(S):** \_\_\_\_\_

**Instructions:** Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A	Comment/Location
<b>FLOORS</b>				
No wet/slip, fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No cords across walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STAIRS – RAMPS (if applicable)</b>				
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-slip surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails - available and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>GENERAL SAFETY</b>				
No Aisles Obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area free of falling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid material available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Lighting functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting okay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders/Stools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE EQUIPMENT/EXITS</b>				
Fire extinguishers accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers tagged/serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE HAZARDS</b>				
Flammable aerosols and liquids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stored and handled properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage areas labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No Defective electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ELECTRICAL HAZARDS</b>				
Cords are put away after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No improper use of extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No extension cords plugged in that aren't being utilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outlets at sinks are GFI Protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All outlet and switch covers in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical panels are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>HAZARDOUS MATERIALS</b>				
MSDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**INSPECTOR(S) SIGNATURE:** \_\_\_\_\_

## OFFICE/CLASSROOM INSPECTION CHECKLIST

### **FLOORS:**

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators, or other equipment.

Look for trip hazards such as buckling or torn carpet or mats, or cords across walkways.

### **STAIRS AND RAMPS:**

Look around work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if hand rails are secure and not loose.

Look around work area and surrounding areas for adequate lighting at stairs and ramps.

### **GENERAL SAFETY:**

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stacks of stored items are stable. If not, make stable.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the station is properly stocked.

Ask custodial or administration staff for the location of emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or, odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. Damaged stools and ladders should be removed from use immediately. NEVER USE THE TOP STEP!!!!

All areas should be neat and orderly. Hallway should not be used for storage. Walkways should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

### **FIRE EQUIPMENT/EXITS:**

Know the location of the nearest fire extinguisher.

No items should be hung on or blocking fire extinguishers.

Fire extinguishers should be hung in an easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not, the exit sign should be battery powered.

Remove any obstructions from the exits.

### **FIRE HAZARDS:**

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut, or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

### **ELECTRICAL HAZARDS:**

Extension cord should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliances or equipment attached.



Check if all electrical outlets at sinks are equipped with GFI, that is “Test” and “Reset” buttons. Push the “Test” and “Reset” buttons to see if they work. When the “Test” button is pushed there should be no electrical power to the outlet. After testing, push the “Reset” button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or art work and the panel is easily accessible to emergency response personnel.

### **HAZARDOUS MATERIALS:**

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Safety Data Sheets (SDS) should be in a predetermined location for all hazardous materials. (In the same room supplies are used and stored.)

All containers, especially secondary containers (containers used for smaller amounts of materials), should be clearly labeled with the content name. EVEN WATER!!!

z:IIPP doc;7/02/2012;rev 10/15/2013; rev name change 2/2016; rev name change 11/2017  
doc:worker comp/IIPP doc; rev and update name change 11/2019, rev 9/23/2021, 8/29/2022, 7/29/2025

**HEAT ILLNESS PREVENTION PLAN**

**FOR**

**SIERRA PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

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## **INTRODUCTION**

Cal/OSHA implemented updated safety standards for employees working in outdoor heat. became effective November 4, 2010. The revised standards provide clarification of the shade requirement, including temperature triggers, and address high-heat requirements. The Standards Board recommended the effective date as April 1, 2015, for implementation.

Cal/OSHA introduced a new section §3396. Heat Illness Prevention in Indoor Places of Employment with an effective date of July 23, 2024.

## **SCOPE**

This Heat Illness Prevention Plan and emergency regulations apply to all outdoor and indoor places of employment, at the times when environmental risk factors for heat illness are present.

## **PURPOSE**

The Sierra Plumas Joint Unified School District has developed this Heat Illness Prevention Plan to control the risk of occurrences of heat illness and to comply with the California Code of Regulations Title 8, Chapter 4, Section 3395 and 3396. The plan is designed to educate employees and their supervisors on the symptoms of heat illness, causes of these symptoms, ways to prevent heat illness, and what to do if they or a fellow employee experience symptoms of heat illness. Employees that fall under this regulation could include, but are not limited to, maintenance, grounds workers, transportation workers, custodians, security personnel, physical education teachers, and playground supervisors.

## **POLICY**

It is the policy of Sierra Plumas Joint Unified School District that all employees and supervisors of those employees who perform job functions in areas where the environmental risk factors for heat illness are present shall comply with the procedures set forth in this plan.

## **STATUTORY AUTHORITY**

- California Code of Regulations, Title 8, Chapter 4, Section 3395 and Section 3396.

## **DEFINITIONS**

The California Occupational Safety and Health Standards Board propose definitions of key terminology, as they relate to the standard, as follows:

- Acclimatization means the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two hours per day ranges from four to fourteen days. Acclimation procedures include close observation of all employees during a heat wave – defined as at least 80 degrees. New employees must be closely observed for their first two weeks on the job.
- Clothing that restricts heat removal means full-body clothing covering the arms, legs, and torso that is any of the following:
  - (A) Waterproof; or
  - (B) Designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or
  - (C) Designed to protect the wearer or the work process from contamination.

EXCEPTION: “Clothing that restricts heat removal” does not include clothing demonstrated by the employer to be all of the following:

- (A) Constructed only of knit or woven fibers, or otherwise an air and water vapor permeable material.
  - (B) Worn in lieu of the employee’s street clothing; and STANDARDS PRESENTATION Page 4 of 15 TO CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH STANDARDS BOARD TITLE 8, DIVISION 1, CHAPTER 4.
  - (C) Worn without a full-body thermal, vapor, or moisture barrier.
- Emergency response procedures include effective communication, response to signs and symptoms of heat illness, and procedures for contacting emergency responders to help stricken employees.
  - Environmental risk factors for heat illness mean the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
  - Heat illness means a serious medical illness, which results from the body’s inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke and heat syncope (fainting).
  - High-heat procedures for outdoor work areas are required when temperatures reach 95 degrees or above. These procedures include observing and being in constant contact with employees, closely supervising new employees and reminding all workers to drink water. The high heat procedures shall ensure “effective” observation and monitoring, including a

mandatory buddy system and regular communication with employees working by themselves. During high heat, employees must be provided with a minimum 10-minute cool-down period every two hours.

High-Heat procedures for indoor work areas are required when temperatures reach 87 degrees or above.

- (A) The temperature equals or exceeds 87 degrees Fahrenheit when employees are present; or
- (B) The heat index equals or exceeds 87 degrees Fahrenheit when employees are present; or
- (C) Employees wear clothing that restricts heat removal and the temperature equals or exceeds 82 degrees Fahrenheit; or (D) Employees work in a high radiant heat area and the temperature equals or exceeds 82 degrees Fahrenheit.

- Indoor refers to a space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. All work areas that are not indoor are considered outdoor and covered by section 3395.

EXCEPTION: Indoor does not refer to a shaded area that meets the requirements of subsection 3395(d) and is used exclusively as a source of shade for employees covered by section 3395.

- Personal heat-protective equipment means equipment worn to protect the user against heat illness. Examples of personal heat-protective equipment that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to: water-cooled garments, air-cooled garments, cooling vests, wetted over-garments, heat-reflective clothing, and supplied-air personal cooling systems.
- Personal risk factors for heat illness includes factors such as an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body's ability to retain water or otherwise affect the body's physiological response to heat. (The District shall not request any of the above personal information from an employee).
- Preventative recovery period means a period of time for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area.

Employees taking a preventative cool-down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.

- Radiant heat means heat transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire. (18)

- Relative humidity means the amount of moisture in the air relative to the amount that would be present if the air were saturated.
- Shielding means a physical barrier between radiant heat sources and employees that reduces the transmission of radiant heat.
- Shade requirements must be adequate to accommodate all employees on recovery or rest periods, and those onsite taking meal periods when temperatures reach 80 degrees, and located as close as practicable to the areas where employees are working. When temperatures are below 80 degrees, employers shall provide timely access to shade upon an employee's request.
- Shade means the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the area of the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate controlled. Access to shade shall be made available at all times.

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining the policies of the Heat Illness Prevention Plan specific to District facilities and operations rests with the Superintendent or Designee.

General policies, which govern the activities and responsibilities of the Heat Illness Prevention Plan, are established under his or her final authority.

It is the responsibility of the Superintendent or Designee to develop procedures which ensure effective compliance with the Heat Illness Prevention Plan.

It is the responsibility of the Superintendent or Designee to identify all employees required to work outdoors where the environmental risk factors for heat illness are present.

Supervisors are responsible for enforcement of this Plan among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow, and ensuring that employees receive the required Heat Illness Prevention training. Supervisors must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction.

Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for providing appropriate preventative controls (water, shade, PPE, etc.), and for evaluating employee compliance.

Supervision of new employees or new employees to the job site must take into account the importance of acclimatization. These employees must be closely monitored for the first 14 days. Acclimatization procedures include close observation of all employees during a heat wave – defined as at least 80 degrees.

Immediate responsibility for workplace heat illness prevention and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Plan. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, ensuring that they have adequate amounts of drinking water, access to shade, and for reporting any unsafe conditions to their supervisors.



## **COMPLIANCE & PROCEDURES**

### **1. Provisions of Water**

- a. At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have sufficient quantities and immediate access to at least one (1) quart of potable drinking water per hour for the entire shift (at least two (2) gallons of potable water per person per eight-hour shift).
- b. Smaller quantities may be provided if the District has an effective procedure for replenishment that meets the above quantity and time requirements.
- c. Water must be fresh, pure, suitably cool and located as close as practicable to where employees are working, with exceptions made only when infeasibility can be demonstrated by the employer.
- d. The importance of frequent drinking water shall be conveyed and encouraged as described in the training section.

### **2. Access to Shade**

- a. When the temperature does not exceed 80 degrees F, provide shade or timely access to shade upon request.
- b. Access to shade shall be made available at all times to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed. Employees with symptoms must be provided appropriate first aid or emergency response.
- c. The preventative recovery period shall be at least five (5) minutes. Employees taking a preventative cool down rest must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone.
- d. Water shall be made available in the shade/preventative recovery period area.
- e. When temperatures equal or exceed 80 degrees F or during a heat wave, adequate shade must be provided to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

### **3. Identifying, Evaluating and Controlling Environmental Risk Factors for Heat Illness**

- a. To identify if environmental risk factors are present, the District shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts that are adjusted to match worksite conditions.
- b. To evaluate if an environmental risk factor is present, the District shall obtain the Heat Index, calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The District shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 or above, and 90 or above when employees are working in the shade. If workers are wearing more than “light” clothing, the risk of heat illness shall be considered significant at a lower Heat Index.

- c. To control and reduce the exposure to environmental risk factors, the District shall utilize the following control measures:
  - ✓ \_\_\_\_\_ Provide shade and cool – down areas as close to the work area as practicable.
  - ✓ \_\_\_\_\_ Schedule outdoor and/or vigorous work in the cooler hours of the day
  - ✓ \_\_\_\_\_ Schedule more breaks during the day

Other: \_\_\_\_\_

Personal heat-protective equipment. Where feasible engineering controls are not sufficient to reduce and maintain the temperature and heat index to below 87 degrees Fahrenheit when employees are present or the temperature to below 82 degrees Fahrenheit where employees wear clothing that restricts heat removal or work in high radiant heat areas and feasible administrative controls do not minimize the risk of heat illness, personal heat-protective equipment shall be used to minimize the risk of heat illness, except to the extent that the employer demonstrates that use of such equipment is infeasible.

#### **4. Identifying, Evaluating and Controlling Personal Risk Factors for Heat Illness**

- a. The District shall train employees on the factors that can affect their vulnerability to heat illness. These factors include an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications that may alter the body's ability to retain water or otherwise affect its physiological response to heat. The District shall convey the importance of acclimatization, and shall take steps to aid employees in becoming acclimatized. An employer shall not request any of the above personal information from an employee.

#### **5. Reporting Symptoms or Signs of Heat Illness to the District**

- a. Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to their immediate supervisor immediately.

#### **6. Responding to Symptoms of Possible Heat Illness**

- a. It shall be the responsibility of the Human Resources Specialist to respond to all reports and/or observations of heat illness symptoms and signs.

#### **7. Contacting Emergency Medical Services**

- a. When a sick employee is unable to communicate, it shall be the responsibility of their immediate supervisor to contact emergency services when required, and to provide accurate and precise directions to the employee's location. This individual shall be immediately available to perform this function.

#### **8. Communication**

- a. The District shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift through a quick check in process. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness.
- b. Communication between the Supervisor and their crew is of the utmost importance.

#### **9. Training**

Training shall be administered to all employees and their supervisors who fall under the scope of this plan. The District shall ensure the effectiveness of the training by one of the following methods:

- \_\_\_\_\_ Before work begins
- \_\_\_\_\_ Test employees/supervisors after training
- \_\_\_\_\_ Conduct the training on a regular basis

- a. Supervisory and non-supervisory employees shall be trained on:
  - i. Environmental and personal risk factors for heat illness
  - ii. District procedures for identifying, evaluating and controlling the exposure to environmental and personal risk factors for heat illness
  - iii. Importance of frequent consumption of small amounts of water under extreme conditions
  - iv. Acclimatization and its importance
  - v. Types of heat illness and their symptoms, signs, and differences
  - vi. Procedure for immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker to their employer, and its importance
  - vii. Procedures for the District to respond to symptoms of heat illness, which shall include how emergency medical services will be provided, if needed
  - viii. Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them
  - ix. Procedures on and how to provide clear and precise directions to emergency medical services
- b. Supervisors shall be trained on:
  - i. All information included in subsection (3)(a) above
  - ii. Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan
  - iii. The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures.

## **10. DOCUMENTATION**

Documentation of all aspects of this Heat Illness Prevention Plan shall be managed in accordance with the District's Injury and Illness Prevention Plan.

The employer shall establish and maintain accurate records of either the temperature or heat index measurements, whichever value is greater. The records shall include the date, time, and specific location of all measurements.

## 11. SUPPORTING DOCUMENTS

### *Heat Illness Signs/Symptoms/Treatment*

- **Heat Cramps** - strong, involuntary muscle spasms usually in calves, thighs, shoulders or back  
**Treatment** - rest in cool place, drink water/electrolytes
- **Heat Syncope** - faint or lightheaded feeling/actual fainting spell  
**Treatment** - rest in cool/shaded place, drink water/electrolytes
- **Heat Exhaustion:** Dehydration, fatigue, dizziness/nausea, pale moist skin, possible temperature elevation  
**Treatment:** Rest in cool/shaded place, drink water /electrolytes/non-caffeinated fluids
- **Heat Stroke:** Mental confusion, fainting, seizures, hot/dry/red skin (sweating has stopped)  
**Treatment:** Call 911 *immediately*, soak clothing with cool water, move victim to cool/shaded area

<http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>

## APPENDIX A

### HEAT INDEX CHART

#### Heat Index 130° or Higher

Heat Stroke or Sun Stroke imminent

#### Heat Index 105°-129°

Sun Stroke, heat cramps and heat exhaustion likely. Heat stroke possible with prolonged exposure and physical activity

#### Heat Index 90°-100°

Sun Stroke, heat cramps and heat exhaustion are possible with prolonged exposure and physical activity.

#### How To Use Heat Index

1. Across top (Air Temperature) locate today's predicted high temperature.
2. Down left side (Relative Humidity) locate today's predicted humidity.
3. Follow across and down to find "Apparent Temperature" or "What it feels like"

Heat Index Values were devised for shady, light wind conditions. Exposure to full sun can increase values by up to 15°. Strong winds, particularly with hot, dry air can be extremely hazardous.

Source: Centers for Disease Control and Prevention.

Air Temp.	70°	75°	80°	85°	90°	95°	100°	105°	110°
Relative Humidity	Apparent Temperature (Degrees Fahrenheit)								
0%	64°	69°	73°	78°	83°	87°	91°	95°	99°
10%	65°	70°	75°	80°	85°	90°	95°	100°	105°
20%	66°	72°	77°	82°	87°	93°	99°	105°	112°
30%	67°	73°	78°	84°	90°	96°	104°	113°	123°
40%	68°	74°	79°	86°	93°	101°	110°	122°	137°
50%	69°	75°	81°	88°	96°	107°	120°	135°	150°
60%	70°	76°	82°	90°	100°	114°	132°	149°	
70%	70°	77°	85°	93°	106°	124°	144°		
80%	71°	78°	86°	97°	113°	136°	157°		
90%	71°	79°	88°	102°	122°	150°	170°		
100%	72°	80°	91°	108°	133°	166°			

# Cal/OSHA Heat Illness Prevention Guidance and Resources

► [español](#)

## Indoor Heat Requirements

On June 20, 2024, the Occupational Safety and Health Standards Board approved California Code of Regulations, Title 8, **section 3396**, “Heat Illness Prevention in Indoor Places of Employment”. This standard applies to most workplaces where the indoor temperature reaches 82°F. It establishes required safety measures for indoor workplaces to prevent worker exposure to risk of heat illness. This standard went into effect on July 23, 2024.

For outdoor heat illness prevention, refer to Title 8, **section 3395**.

In California, employers must take steps to protect workers from heat illness in both indoor and outdoor workplaces under California Code of Regulations, Title 8 (T8CCR), sections **3395** and **3396**. Employers may be covered under both the indoor and outdoor regulations if they have both indoor and outdoor workplaces.

## Comparison of Indoor and Outdoor Heat Illness Prevention Standards

Requirement	Outdoor Heat (T8CCR 3395)	Indoor Heat (T8CCR 3396)
Scope and Application	<ul style="list-style-type: none"><li>• Applies to outdoor workplaces</li></ul>	<ul style="list-style-type: none"><li>• Applies to indoor workplaces when the indoor temperature is greater than 82°F</li></ul>
Provide Clean Drinking Water	<ul style="list-style-type: none"><li>• Provide access to potable water that is fresh, suitably cool, and free of charge</li><li>• Located as close as possible to work areas</li></ul>	<ul style="list-style-type: none"><li>• Provide access to potable water that is fresh, suitably cool, and free of charge</li><li>• Located as close as possible to work areas and cool-down areas</li></ul>
Access to Shade and Cool-Down	<ul style="list-style-type: none"><li>• For outdoor workplaces, shade must be present when temperature is greater than 80°F. When temperatures are less than 80°F, shade</li></ul>	



Areas	be available upon request	
	<ul style="list-style-type: none"><li>• For indoor workplaces, provide access to at least one cool-down area which must be kept at a temperature below 82°F</li><li>• Shade and cool-down areas must be:<ul style="list-style-type: none"><li>◦ Blocked from direct sunlight</li><li>◦ Large enough to accommodate the number of workers on rest breaks so they can sit comfortably without touching each other</li><li>◦ Close as possible to the work areas</li></ul></li><li>• For indoor workplaces, the cool-down areas must be kept at less than 82°F and shielded from other high-radiant heat sources</li></ul>	
Cool-Down Rest Periods	<ul style="list-style-type: none"><li>• Encourage workers to take preventative cool-down rest periods</li><li>• Allow workers who ask for a cool-down rest period to take one</li><li>• Monitor workers taking such rest periods for symptoms of heat-related illness</li></ul>	
High-Heat Procedures	<ul style="list-style-type: none"><li>• Have and implement procedures to deal with heat when the temperature equals or exceeds 95°F</li><li>• Procedures must include:<ul style="list-style-type: none"><li>• Observing and communicating effectively with workers</li><li>• Reminding workers to drink water and take cool-down rest breaks</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <i>Not applicable to Indoor Workplaces</i></li></ul>
Assessment and Control Measures	<ul style="list-style-type: none"><li>• <i>Not applicable to Outdoor Workplaces</i></li></ul>	<ul style="list-style-type: none"><li>• Measure the temperature and heat index and record whichever is greater whenever the temperature or heat index reaches 87°F (or temperature reaches 82°F for workers working in clothing that restricts heat removal or high-radiant-heat areas)</li></ul>

- Implement control measures to keep workers safe. Feasible engineering controls must be implemented first.

### Monitoring the Weather

- Monitor outdoor temperature and ensure that once the temperature exceeds 80°F, shade structures will be opened and made available to the workers
- When it is at least 95°F, implement high-heat procedures
- Train supervisors on how to check weather reports and how to respond to weather advisories
- For indoor workplaces that are affected by outdoor temperatures, train supervisors on how to check weather reports and how to respond to hot weather advisories

### Emergency Response Procedures

- Provide first aid or emergency response to any workers showing heat illness signs or symptoms, including contacting emergency medical services

### Acclimatization

- Closely observe new workers and newly assigned workers working in hot areas during a 14-day acclimatization period, as well as all workers working during a heat wave

### Training

- Employers must provide training to both workers and supervisors

### Heat Illness Prevention Plan

- Establish, implement, and maintain an effective written Outdoor Heat Illness Prevention Plan that includes procedures for providing drinking water, shade, preventative rest periods, close observation during acclimatization, high-heat
- Establish, implement, and maintain an effective written Indoor Heat Illness Prevention Plan that includes procedures for providing drinking water, cool-down areas, preventative rest periods, close observation during acclimatization, assessment and measurement of heat, training,



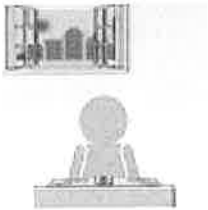
procedures, training, prompt  
emergency response

prompt emergency response, and  
feasible control measures

Cal/OSHA recommends the guidance, educational materials, model programs, and other resources that are provided below, be reviewed with an employer's existing procedures to ensure that workers are protected.

## Indoor Heat Illness Prevention

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### Cal/OSHA Indoor Heat Illness Prevention NEW

Information and resources related to Cal/OSHA Heat Illness Prevention in Indoor Places of Employment, CCR, Title 8, section 3396.



### Educational Materials and Other Resources NEW

Fact sheets and fillable written safety plans.

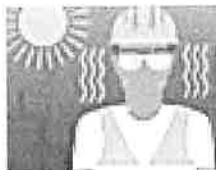


### Indoor Heat Illness Prevention Frequently Asked Questions NEW

FAQs on the new requirements of T8 3396 and other related information.

## Outdoor Heat Illness Prevention

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### Cal/OSHA Outdoor Heat Illness Prevention

Information and materials related to Cal/OSHA Heat Illness Prevention in Outdoor Places of Employment, CCR, Title 8, section 3395.



### Educational Materials and Other Resources NEW

Fact Sheets and fillable written safety plans



## Outdoor Heat Illness Prevention Frequently Asked Questions Updated

FAQs on the requirements of CCR, T8 3395 and other related information.

*Updated: August 2024*

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
109 Beckwith Road, Room #3 \* P O Box 955  
Loyalton, CA 96118  
530 993-1660 \* Fax 530 993-0828

www.sierracountyofficeofeducation.org

**SAFETY TRAINING AND INSTRUCTION RECORD**

Training Date: \_\_\_\_\_

Topic and/or Type of Training: \_\_\_\_\_

Trainer(s): \_\_\_\_\_

**Please attach topic of discussion and anything passed out to employees.**

*(Employee's need to sign-in.)*

<i>Employee Print</i>	<i>Employee Signature</i>
Attach any topic and/or training materials to this sheet	

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**  
**RESOLUTION NO. 26-005D**  
**Changing Bank Account Authorized Signatory**

**THIS Resolution** supersedes Resolution No. 24-010D, dated December 12, 2023.

**WHEREAS**, it is the responsibility of the Governing Board to open new accounts and designate account signers to assure financial accountability of the District;

**RESOLVED THAT** the Governing Board of the Sierra-Plumas Joint Unified School District authorizes the opening of a new account:

Loyalton Middle School Associated Student Body

**RESOLVED THAT** the Governing Board of the Sierra-Plumas Joint Unified School District authorizes the removal of the account signer from the following checking accounts:

Sierra-Plumas Joint Unified School District Accounts Payable Account, 8351567584: Van A. Maddox  
Sierra-Plumas Joint Unified School District Payroll Account, 8351567592: Van A. Maddox  
Downieville School Associated Student Body, 0290063403: Katrina Bosworth  
Loyalton High School Associated Student Body, 8351567147: Megan Meschery  
Cafeteria Account, 7038967845: Andrea White

**RESOLVED THAT** the Sierra-Plumas Joint Unified School District Governing Board authorizes all checks to be signed by two signers and have at least three authorized signers on each bank account.

**RESOLVED THAT** the Sierra-Plumas Joint Unified School District Governing Board authorizes the following Wells Fargo Bank accounts signers:

Sierra-Plumas Joint Unified School District Accounts Payable Account, 8351567584: James Berardi, County Superintendent; Sean Snider, District Superintendent; Van A. Maddox, Sierra County Auditor/Controller; Kelly Champion, Sierra-Plumas Joint USD Board Member

Sierra-Plumas Joint Unified School District Payroll Account, 8351567592: James Berardi, County Superintendent; Sean Snider, District Superintendent; Van A. Maddox, Sierra County Auditor/Controller; Kelly Champion, Sierra-Plumas Joint USD Board Member

Downieville School Associated Student Body Account, 0290063403: James Berardi, County Superintendent/Principal, Faith Edwards, Downieville Teacher; and Sean Snider, District Superintendent

Loyalton High School Associated Student Body Account, 8351567147: Caroline Griffin, Site Administrator; Katherine Genasci, Loyalton High Teacher; Rebecca Perez, Loyalton High Teacher; Sean Snider, District Superintendent

Loyalton Middle School Associated Student Body Account, NEW ACCOUNT: Laurie Petterson, Site Administrator; Margaret Binkley, Loyalton Middle School Teacher; Sean Snider, District Superintendent

Cafeteria Account, 7038967845: Sean Snider, District Superintendent; Kristie Jacobsen, Executive Assistant, Laraine Sei, Personnel Technician

Petty Cash Account, 8351567139: Sean Snider, District Superintendent; Kristie Jacobsen, Executive Assistant; Laraine Sei, Personnel Technician

**NOW, THEREFORE, BE IT RESOLVED THAT** this Resolution 26-005D shall be in effect August 12, 2025, until superseded, revoked or otherwise nullified.

**PASSED AND ADOPTED** at a regular meeting of the Sierra-Plumas Joint Unified School District Governing Board held on August 12, 2025, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_ VACANT: \_\_\_\_\_

Rhynie Hollitz, Vice President

Assignment Monitor  
Teachers on Local Assignment  
Presented to Governing Board 8/12/2025

Teacher	Site	Credential	Subject/Grade	Sections	EC §	Section	
Corcoran, A	LHS	Single Subject Social Science	Spanish 2	1	44865	Necessary Small School	
			Spanish 3/4	1	44865	Necessary Small School	
Doyle, P	Sierra Pass	Multiple Subject	Math 7-12	TBD	44865	Alternative School	
			Social Science 7-12	TBD	44865	Alternative School	
			Science 7-12	TBD	44865	Alternative School	
			English	TBD	44865	Alternative School	
			ISP K-12	TBD	44865	Alternative School	
Mason, A	LMS	Preliminary Single Subject Soc Sci	Art/Crafts	1	44865	Necessary Small School	
			Sports Enthusiasts	1	44865	Necessary Small School	
Rosecrans, J	LMS	University Intern Science:					
			Math 6	1	44865	Misassignment	
			Math 8	1	44865	Misassignment	
			Robotics	1	44865	Misassignment	
Schaffnit, C	LHS	Preliminary Single Subject English	Economics	1	44865	Necessary Small School	
			Spanish 1	1	44865	Necessary Small School	
			APUSH/Gov	1	44865	Necessary Small School	
Williams, A	LHS	Biological Science	Fire Science	1	44865	Necessary Small School	
			Geometry 9-12	2	44865	Necessary Small School	
			Algebra I 9-12	1	44865	Necessary Small School	
			Algebra II 9-12	1	44865	Necessary Small School	
LMS= Loyalton Middle School			doc:Assignment monitor/2025-2026local teaching assignment			Aug-25	
LHS=Loyalton High 7-12							
DVL=Downieville Jr/Sr High 7-12							
Sierra P= Sierra Pass Continuation							

**Employment Agreement**  
**Between the Sierra-Plumas Joint Unified School District**  
**and**  
**Sean R. Snider**

This employment agreement (“Agreement”) is entered into between the Governing Board (“Board”) of the Sierra-Plumas Joint Unified School District (“District”) and Sean R. Snider (“Superintendent”) as of July 1, 2025.

1. Term

District employs Sean Snider as the District’s Superintendent commencing on July 1, 2025, and ending on June 30, 2027, unless such employment is terminated earlier or extended in accordance with the provisions of this Agreement.

2. Work Year and Hours of Work

Superintendent shall render twelve (12) months of full and regular service to District in the form of two hundred twenty (220) actual workdays during the fiscal year, inclusive of any paid sick days (see Section 8 of the Agreement, below). Prior to July 1 of each year of this Agreement, Superintendent shall submit a proposed calendar of their two hundred twenty (220) workdays to the Board for Board approval. It is understood that the demands of the position of Superintendent will require more than eight (8) hours per work day and/or forty (40) hours per work week. Superintendent is not entitled to receive overtime compensation.

3. Compensation

Superintendent is employed as a full-time employee of District with an annual salary of One Hundred Seventy Thousand dollars (\$170,000.00). The annual salary shall be payable in installments of one-twelfth (1/12) of the annual salary on or before the last day of each month for services rendered during that month. The daily rate for the purpose of prorating the annual salary provided for in the Agreement shall be \$772.72.

The annual salary may be increased at the sole discretion of Board. Any increase in salary shall be discussed and approved in open session at a regular Board meeting pursuant to Government Code Section 54956(b). A change in salary during the term of the Agreement shall not, in and of itself, constitute the creation of a new agreement or extension of the Agreement.

4. Fringe Benefits

During Superintendent’s employment under the Agreement, Superintendent may select any medical, dental, and vision plan available to other certificated management employees employed by the District. Superintendent shall be responsible for any employee contribution of the plan selected.

Superintendent is responsible for their share of contributions to CalSTRS.

## 5. Work Related Expenses

District shall reimburse Superintendent for ordinary and necessary expenses incurred relative to employment as Superintendent, including mileage, consistent with Board policies, regulations, and guidelines applicable to other certificated management employees.

Superintendent shall provide a suitable automobile for transportation in the performance of their duties on school business within Sierra County. Superintendent shall receive Three Hundred Forty dollars (\$340.00) per month allowance for the purpose of maintaining the automobile.

If the Superintendent seeks to be reimbursed for the cost of traveling outside of Sierra County, such as for attending an out-of-district conference, the Superintendent shall obtain written approval from Board President before incurring the expense.

## 6. Professional Dues and Professional Development

District shall pay the annual dues for Superintendent's membership of the Association of California School Administrators ("ACSA"), as well as 2-3 community service organizations (i.e., Rotary, Lions, etc.)

If requested by Board or at Superintendent's option, with Board approval, Superintendent shall participate in operations, programs and other activities conducted or sponsored by local, state or national school administrator and/or school board associations at District expense.

## 7. Technology Devices

At its sole discretion, Board shall provide to Superintendent, at District expense, a cell phone and a laptop computer and/or tablet, hereinafter "Technology Devices." District shall pay any costs and expenses associated with owning, licensing, operating and maintaining such Technology Devices. This does not include costs associated with maintaining home internet access. All Technology Devices so provided are the property of District and District shall have the right to control the access to, and use of, Technology Devices through its Board policies, including its technology use policies, personnel policies, and its risk management policies.

All District-provided Technology Devices are provided to facilitate performance of Superintendent's duties and obligations as an employee of District. Superintendent may use District-provided Technology Devices for personal use within reasonable limits and in a manner consistent with Board policies, including its technology use policies, personnel policies, and its risk management policies. Superintendent shall not use any Technology Device in any manner that is inconsistent with such policies.

When Technology Devices are provided by District, Superintendent shall not conduct District business on devices that are not provided or owned by District.

Superintendent hereby waives any and all rights and protections over the content of any Technology Device or other electronic device (e.g., cell phone, computer, tablet) on which they have conducted any District business, regardless of whether the device is provided by District pursuant to the Agreement. This waiver permits Board or anyone authorized by Board to examine

the contents of any such device without requiring additional permission, including, but not limited to, a separate waiver or a warrant.

#### 8. Leaves

Superintendent shall accrue illness leave at the rate of one (1) day per month. Accrued, unused illness leave shall not be compensable upon separation.

Superintendent shall not accrue paid vacation and shall not receive paid holidays. The Parties expect that Superintendent will not schedule any of Superintendent's two hundred twenty (220) paid workdays on the same days as District-recognized holidays.

#### 9. General Duties

Pursuant to Article 3 (commencing with Section 35026) of Chapter 1 of Part 21 of Division 3 of Title 2 of the Education Code, Superintendent agrees to be the Chief Executive Officer of District.

Superintendent agrees to perform, at the highest level of competence, all services, duties, and obligations required by (i) the Agreement, (ii) the District Superintendent job description, (iii) applicable laws and regulations, (iv) Board rules, regulations, and policies and as otherwise directed by Board. Superintendent may delegate any of their duties to a responsible District employee unless otherwise prohibited by Board or any applicable law, Board rule, regulation, or policy.

Superintendent shall have primary responsibility for the management of all District affairs. In carrying out their duties, Superintendent shall provide educational leadership to District and make student learning and student success their highest priorities. Superintendent shall endeavor to maintain and improve their professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate associations.

Superintendent shall be responsible for the operations of District, including, but not limited to, the areas of general administration, instruction, human resources, communications, government relations, facilities, and business affairs.

Superintendent shall appoint a responsible District employee to temporarily fulfill Superintendent's duties whenever at least one district facility is open and Superintendent is unavailable. Superintendent shall notify Board President when doing so.

Superintendent shall carry out all lawful activities as directed by Board from time to time.

#### 10. Administrative and Board-Related Duties

Superintendent shall establish and maintain positive community, staff, and Board relations.

Superintendent shall attend every Board meeting and Board committee meeting unless excused in writing by Board President. This duty may not be delegated unless permitted in writing by Board President.

Superintendent shall serve as Secretary to Board and perform the duties as prescribed in Section 35025 of Chapter 1 of Part 21 of Division 3 of Title 2 of the Education Code.



Superintendent shall have primary responsibility for the implementation of District policies. Superintendent will review all policies adopted by Board and make appropriate recommendations to Board for addition, deletion, or modification. Board retains primary responsibility for formulation of Board policies.

Superintendent shall be responsible for the development of administrative regulations required or necessary for the implementation of District policies, and shall place any new or modified administrative regulation on the agenda of a Board meeting for Board information and/or approval.

As permitted by any applicable law including, but not limited to, the Brown Act, Superintendent shall, in advance of Board meetings, keep all Board members advised of emerging issues that could have a material impact on Board or District.

Superintendent shall serve as liaison to Board with respect to all matters of employer-employee relations and shall make recommendations to Board concerning those matters.

Superintendent shall submit financial and budgetary reports to Board and shall advise Board on possible sources of funds to carry out District programs.

Annually, Superintendent shall prepare and submit a recommended District budget to Board, with supporting financial information to assist Board in approving a sound budget.

Superintendent shall enter into contracts for and on behalf of District, subject to Board approval or ratification as required by law.

Superintendent shall have such other duties properly delegated to him or her by Board.

#### 11. Personnel Duties

Superintendent may appoint a cabinet of senior District administrators to advise Superintendent and shall evaluate all cabinet members pursuant to their contracts and applicable Board policies and regulations.

Superintendent shall have primary responsibility for making timely and appropriate recommendations to Board regarding personnel matters, including the employment of personnel and any release, non-reelection, or termination of an employee. Upon request by Superintendent, Board may authorize Superintendent to employ personnel without Board approval.

As required by Education Code Section 35035, and subject to the approval of Board, Superintendent is responsible for assigning all District employees employed in positions requiring certification qualifications. Superintendent shall also be responsible to periodically evaluate or cause to be evaluated all District employees.

Superintendent shall provide leadership and direction in negotiations with all labor groups.

#### 12. External Relation Duties

Superintendent shall represent District before the public, and shall develop and maintain public relations strategies and protocols as may be necessary to improve understanding and to keep the public informed about District activities, needs, and results.

Superintendent will act as the primary liaison with the local, state, and federal agencies and elected representatives.

Superintendent is encouraged to attend appropriate local community meetings. Reasonable expenses thereby incurred shall be reimbursed in accordance with Paragraphs 9 and 10 of the Agreement.

Superintendent shall regularly report to Board on all external relations activities.

### 13. Other Duties

In light of the unique nature of the professional duties of Superintendent, Superintendent shall receive, at district expense, a complete medical examination prior to February 15 of each year during the Agreement. The examination shall be conducted by a licensed physician selected by Superintendent. The written statement which shall be provided to Board shall be limited to the physician's determination of the continued fitness of Superintendent to perform the duties required under the Agreement, with or without reasonable accommodations. The statement shall otherwise be confidential. Nothing in this provision precludes Board from directing Superintendent to submit to a fitness for duty exam at any time, or as otherwise permitted by law.

### 14. Licenses and Credentials

Superintendent is required to maintain a valid driver's license for California and have a vehicle available at all times to perform the duties of the position.

Superintendent shall furnish to District throughout the duration of this Agreement a valid and appropriate credential issued by the California Commission on Teacher Credentialing to act as an administrator in the District.

### 15. Evaluation

Board shall evaluate Superintendent in each year, utilizing the process set forth below.

Prior to June 30 of each year, Board shall meet to establish Superintendent's performance goals and objectives for the following school year based on the duties and responsibilities set forth in the Agreement, Board's strategic planning priorities and any other criteria chosen by Board. These goals and objectives shall be reduced into writing and, at Board discretion, may include input provided by Superintendent.

Prior to August 1 of each year, Board shall, in writing, provide Superintendent with the evaluation instrument that Board will use to assess Superintendent's performance based on the goals and objectives established pursuant to the process above. The evaluation instrument shall include an overall job performance rating of "Exceeds Expectations," "Satisfactory," "Needs Improvement," and "Unsatisfactory."

Prior to April 1 of each year, Superintendent shall remind Board in writing of Board's evaluation obligations under the Agreement, and Superintendent and Board shall agree on dates for Superintendent's evaluation and the other steps of the evaluation process as described herein.

At a regularly scheduled Board meeting prior to May 31 of each year, Superintendent shall present Board with a report on the final progress on goals for that year.

Prior to June 30 of each year, and after receiving Superintendent's state of the District report, each of the following shall occur:

- Each Board member shall individually complete the evaluation instrument;
- Board will devote a portion of at least one (1) meeting to a discussion and evaluation of Superintendent's performance, including the working relationship between Superintendent and Board.
- Board President or designee shall be responsible for utilizing the individual Board member evaluations and Board discussion to prepare a single, evaluative document that communicates Board's collective feedback and expectations.

The evaluation of Superintendent by Board will be in writing and placed in a sealed envelope in Superintendent's personnel file marked as follows: "Confidential. Only to be opened upon authorization of Board." A copy of the evaluation will be provided to Superintendent.

Failure of Board to complete the evaluation process does not constitute a material breach of the Agreement and shall not result in the amendment or extension of the Agreement. Failure of Board to evaluate Superintendent shall not preclude Board from giving notice of termination or nonrenewal in accordance with Section 16 of the Agreement.

#### 16. Agreement Renewal, Extension, or Termination

Upon the completion of a satisfactory annual performance evaluation, the length of the employment contract shall be extended by one (1) year. Should Board desire Superintendent to continue as Superintendent beyond the term of the Agreement, the Parties shall negotiate and execute a new agreement or an amendment to this Agreement to extend its term.

##### a. Agreement Non-Renewal

Should Board determine that it does not wish to negotiate and execute a new agreement at the end of the term of the Agreement, Board shall give written notice of the decision to Superintendent, at least forty-five (45) days prior to the end of the Agreement, as required pursuant to Education Code Section 35031. The Parties expressly agree to waive the automatic renewal provision in Education Code Section 35031 when Board fails to give the required notice. Rather, if Board fails to provide notice of non-renewal, the Agreement shall automatically renew, and its provisions shall be in effect for a period of one year.

Between ninety (90) days and one hundred and twenty (120) days prior to the end of the Agreement, Superintendent shall, in writing, remind Board of Board's obligation to give written notice pursuant to Education Code Section 35031. Superintendent agrees that their failure to provide the reminder notice to Board shall invalidate the notice requirement under Education Code Section 35031 and shall operate as a waiver of the automatic renewal provision in Education Code Section 35031.

b. Termination for Cause

Notwithstanding any other provision of the Agreement, Superintendent may be terminated for cause prior to the expiration of the Agreement, for any of the following:

- Failure by Superintendent to possess or maintain a valid California Administrative Credential,
- Suspension or revocation of Superintendent's California Administrative Credential,
- Neglect of Duty,
- Physical or mental inability of Superintendent to perform their duties,
- Material breach of the Agreement,
- Superintendent interviews for any other position during the term of the Agreement and they fail to notify Board President within three days of the interview, or
- Any other legally permissible reason.

Any other legally permissible reason includes, but is not limited to, conduct that is seriously detrimental to District. Conduct that is seriously detrimental to District includes, by way of illustration and not limitation, failure of good behavior, either during or outside of duty hours, which is of such a nature that it causes discredit to District, unprofessional conduct, or incompetence. Superintendent acknowledges that they are District's most visible representative and is required to maintain higher standards of personal conduct than any other employee. In order to represent District with integrity and high ethical standards, Superintendent shall avoid professional or personal situations that might reflect negatively on Superintendent, District, or Board.

Prior to terminating Superintendent for cause, Board shall give Superintendent thirty (30) days written notice of its intention to terminate him or her for cause. Such written notice shall include a statement of the specific acts or omissions which give rise to the proposed action. No action shall be taken on a proposed termination for cause until Superintendent has had an opportunity to meet with Board to be heard by way of explanation, defense, or a showing that the specific acts or omissions have been corrected. This opportunity to be heard shall be provided within fifteen (15) calendar days after Superintendent is served the notice of Board's intention. This meeting with Board is not an evidentiary hearing. The Parties are expected to provide each other with a reasonable, complete explanation of their positions and either party may be accompanied by an attorney. Superintendent's right to meet with Board shall be exclusive of any right to any other hearing otherwise required by law.

Any decision to terminate Superintendent for cause shall be effective upon the date determined by Board, except that such date shall not be sooner than thirty (30) calendar days after the notice of termination is given to Superintendent. In the event that Superintendent is terminated for cause, all rights and obligations of the Parties under the Agreement shall be deemed fully satisfied on the effective date of the termination and Superintendent shall not be entitled to any further benefit under the Agreement including, but not limited to, the benefits described in Section 4 of this Agreement, "Fringe Benefits," inclusive.

A determination as to whether cause exists to terminate Superintendent shall always be at the sole discretion of Board.

c. Termination Without Cause

Notwithstanding any other provision of the Agreement, Board shall have the sole right to terminate Superintendent without cause at any time before normal expiration of the Agreement. If Board so terminates Superintendent, it shall pay to Superintendent their base salary and medical/dental/vision and other benefits provided under the Agreement for either twelve (12) months or the number of months remaining on the Agreement, whichever is less. This compensation shall be the only compensation of any kind which shall be due to Superintendent if Superintendent is terminated without cause by Board.

d. Termination by Mutual Consent

Notwithstanding any other provision of the Agreement, Board and Superintendent may, by mutual consent, terminate the Agreement before its expiration.

If the Agreement is terminated by mutual consent of the Board and Superintendent, the maximum cash settlement that Superintendent may receive shall be either (i) an amount equal to the monthly salary of Superintendent multiplied by the number of months left on the unexpired term of the Agreement or (ii) an amount equal to the monthly salary of Superintendent multiplied by twelve (12), whichever is less. Termination of the Agreement by mutual consent shall constitute a release of all claims Superintendent may otherwise have against Board or District. This paragraph is set forth herein because it is required by Government Code Section 53260(a), but the Parties agree that it shall be superseded by the termination for cause provisions set forth in Section 16(b) of this Agreement in the event that Superintendent is terminated for cause or by the limitations set for in Section 16(c) of this Agreement in the event that Superintendent is terminated without cause.

e. Termination by Death

The Agreement shall terminate immediately upon the death of Superintendent and all rights and obligations of the Parties under the Agreement shall be deemed fully satisfied.

17. Fraud, Misappropriation of Funds, Illegal Fiscal Practices, or Abuse of Office

Pursuant to Government Code Section 53260(b), the Parties acknowledge and agree that the District shall not provide a cash or noncash settlement to Superintendent in any amount if the Board believes, and subsequently confirms, pursuant to an independent audit, that Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices.

If Superintendent is convicted of a crime involving abuse of their office, Superintendent shall reimburse District for all applicable costs pursuant to Article 2.6 (commencing with Section 53243) of Chapter 2 of Part 1 of Division 2 of the Government Code.

18. Liability for Taxes

Notwithstanding any other provision of the Agreement, District shall not be liable (except in cases of District errors or omissions) for any state or federal tax consequences to Superintendent, any

designated beneficiary hereunder, or the heirs, administrators, executors, successors, and assigns of Superintendent. Superintendent shall assume sole liability for any state or federal tax consequences of the Agreement or any related agreement and agrees to indemnify and hold District harmless from such tax consequences.

#### 19. General Provisions

The Agreement is the full and complete agreement between the Parties. Agreement can be changed or modified only in writing signed by Superintendent and Board President or designee after Board approval.

The Agreement contains the entire understanding between the Parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in the Agreement. The Agreement is intended by the Parties to be the sole instrument governing the relationship between the Parties unless a provision of law, now or hereinafter enacted, is specifically applicable to the Agreement or to the relationship between Board and Superintendent.

The Agreement is subject to all applicable laws of the State of California, the rules and regulations of the State Board of Education, and Board rules, regulations, and policies. The laws, rules, regulations, and policies referenced herein are a part of the terms and conditions of the Agreement as though fully set forth herein.

The Agreement, and the rights and obligations of the Parties, shall be governed by and construed in accordance with the laws of the State of California. The Parties also agree that in the event of litigation, venue shall be the proper state or federal court serving Sierra County, State of California.

The Agreement will be liberally construed to effectuate the intention of the Parties with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase or provision of the Agreement, it is understood and agreed that the Parties have participated equally or have had equal opportunity to participate in the drafting hereof and no such contract term shall be construed or resolved against either party based on any rule of construction.

In the event of any action or proceeding to enforce or construe any of the provisions of the Agreement, Superintendent and Board shall each bear the cost of their own attorney's fees and costs regardless of the outcome of the action or proceeding.

If any portion of the Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of the Agreement.

#### 20. Execution

This Agreement shall become effective on July 1, 2025 after approval at a regular Board Meeting upon a vote by the Governing Board in open session after an oral summary of the salary or salary schedule and fringe benefits as required by Government Code section 54953(c)(3).

---

Kelly Champion, President, on behalf of  
Sierra-Plumas Joint Unified School District  
Governing Board

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

---

John Martinetti, Clerk, on behalf of  
Sierra-Plumas Joint Unified School District  
Governing Board

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

---

Sean Snider, Superintendent

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



Date: 08/01/2025  
Order Number: Q-714050  
Revision: 1  
Order Form Expiration Date: 08/29/2025

## ORDER FORM

### Customer and Billing Address

Customer No.: 226649  
Customer Name: Sierra Plumas Joint Unif Sd  
Billing Address: PO Box 955  
Loyalton, CA 96118-0955

### Products and Services

#### EdOptions Academy single course enrollments for 25 students

Products	Qty	License Start Date	License End Date	License Term (Months)
Ed Options Academy / ALVS Pre Pay	1	08/01/2025	07/31/2026	12

**EdOptions Academy single course enrollments for 25 students Subtotal:** \$14,750.00

#### Courseware (curriculum only)

Products	Qty	License Start Date	License End Date	License Term (Months)
Courseware: Comprehensive Library - Program License	10	08/01/2025	07/31/2026	12
Unlimited access to live professional development in Edmentum Learning Communities	1	08/01/2025	07/31/2026	12

**Courseware (curriculum only) Subtotal:** \$1,675.80

**Total US Funds:** \$16,425.80

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the initial License Start Date, if any, applicable to the products listed in the order summary above ("Order Summary") and shall remain in effect through the end of the Term.

You agree that applicable fees and rates identified on Appendix A will apply each time you enroll a student in one of the courses or use or access one of the products or services identified on Appendix A.

To the extent this Order includes Purchases of Enrollment Products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the Order Summary, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.

\*\*\* Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

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## ORDER FORM

### Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section. We reserve the right to pursue collections to the fullest extent permitted by law for sales taxes that have been charged on invoices submitted prior to our receipt of a valid tax exemption certificate.

### Invoicing and Payment Terms

The full amount of your Order will be invoiced on the Effective Date or in accordance with the payment schedule shown below, if any.

You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

For any Enrollment Products Purchases you make during the Term that are in excess of your Prepayment Balance, we will invoice you in the month following your Purchase.

Payment Due Date	Amount
09/01/2025	\$16,425.80

### Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates.

This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect. If this Agreement includes Professional Services, they are more fully described herein, in the Standard Terms and/or on an attached Statement of Work.

### Purchase Order

This Agreement is non-cancellable. You will submit a purchase order to us for the full amount of this Order Form or, if applicable, for the amount listed on the first payment due date in Invoicing and Payment Terms, followed by additional purchase orders according to the Invoicing and Payment Terms. Your Order will not be scheduled for delivery until a conforming purchase order referencing this Order Form is submitted.

To the extent applicable, you will submit additional purchase orders ("Subsequent Purchase Orders") within ten (10) days of our notice to you that your Enrollment Products Purchases, in the aggregate, have exceeded the amount identified in the Initial Purchase Order for such products. If we waive a Subsequent Purchase Order requirement, you agree to pay the amounts identified on our invoice.

### Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

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## ORDER FORM

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

### Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

### Customer Signature

Name (Printed or Typed)

Title

Date

### Appendix A: EdOptions Academy/ALVS Products

All courses and programs included in the table below will be available for enrollment at the indicated price.

Products	Price
EdOptions Academy Enrollments Up to 10 Weeks	\$200.00
EdOptions Academy Enrollments > 10 Weeks: Core Courses	\$295.00
EdOptions Academy Enrollments > 10 Weeks: CTE and Elective Courses	\$295.00
EdOptions Academy Enrollments > 10 Weeks: Health and Fitness Courses	\$295.00
EdOptions Academy Enrollments > 10 Weeks: Test Prep Courses	\$295.00
EdOptions Academy Enrollments > 10 Weeks: Advanced Courses	\$325.00
EdOptions Academy Enrollments > 10 Weeks: World Language Courses	\$325.00
EdOptions Academy Enrollments > 10 Weeks: Advanced World Language Courses	\$325.00
EdOptions Academy Enrollments > 10 Weeks: Success Coach Advisory Courses	\$325.00

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ALVS Enrollments up to 10 Weeks	\$175.00
ALVS Enrollments > 10 Weeks	\$300.00
EdOptions Academy Active Monthly per Student	\$350.00
EdOptions Academy Active Semester per Student	\$1,600.00
EdOptions Academy Active Yearly per Student	\$2,500.00
EdOptions Academy Elementary Pathways Semester per Student	\$2,100.00
EdOptions Academy Elementary Pathways Yearly per Student	\$3,000.00
EdOptions Academy Active Enrollment up to 30 days	\$80.00

### **Terms and Conditions for Academy/ALVS Products**

#### Applicable to the Purchase of Enrollment Products:

Charges for Enrollment Product Purchases during the Term will be incurred at the prices listed in Appendix A. Charges will be incurred on either a per enrollment or per student basis; you are responsible for ensuring appropriate enrollment selections. For clarity, multiple enrollments that overlap in scope or time will result in separate charges. Charges for Enrollment Product Purchases made after the end of the Term will be incurred at then-current pricing.

During the Term, the Prepayment Balance may be applied to the Purchase, pursuant to this Order, of any Enrollment Product.

After your Prepayment Balance has been fully applied to Enrollment Product Purchases, charges for additional Enrollment Product Purchases during the Initial Term shall continue to be incurred at the prices listed in Appendix A. Charges for Purchases in excess of your Prepayment Balance will be invoiced to you in the month following your Purchase.

If the Prepayment Balance is not fully applied to Enrollment Product Purchases as of the end of the Initial Term, this Order is subject to an Extended Term.

We may at our sole discretion, with respect to Enrollment Product Purchases, grant a courtesy extension period of an Initial Term or an Extended Term, as applicable, subject to the following conditions: (a) your Prepayment balance has been fully applied to Enrollment Product Purchases; and (b) you have not placed a Subsequent Enrollment Product Order that has an effective date prior to or 60 days subsequent to the end of, as applicable, the original Initial Term or the original Extended Term; and (c) any extension period, not to exceed 60 days, shall be measured from the last date of, as applicable, the original Initial Term or the original Extended Term.

Notwithstanding anything herein to the contrary, Prepayment Balances shall expire 12 months from the end of the Initial Term.

At our sole discretion, we reserve the right to delay invoicing for Enrollment Product Purchases you make in excess of your Prepayment Balance if your Order Summary includes multiple Enrollment Product Program Periods. Delayed invoicing may result in the reallocation of Prepayment Balance funds available during certain Enrollment Product Program Periods; reallocation may result in reducing Prepayment Balance funds available during Enrollment Product Program Periods subsequent to the Enrollment Product Program Period during which invoicing was delayed.

During the Term, Customer may request, and Edmentum may in our sole discretion permit, the application of a portion of Customer's Prepayment Balance to Enrollment Product Purchases made pursuant to a Subsequent Enrollment Product Order. If at the time of an Enrollment Product Purchase during the Term, you have multiple active orders for Enrollment Products, we may, in our sole discretion, attribute your Enrollment Product Purchase to any such active order having an available prepayment balance.

Disputes of charges for Enrollment Product Purchases must be submitted within 90 days of the invoice date.

#### Definitions:

"Enrollment Product(s)" means those products made available for purchase listed in Appendix A and additional products offered by Edmentum; inquiries regarding such additional products not listed in Appendix A may be submitted to your Edmentum representative.

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## ORDER FORM

"Enrollment Product Program Period" means, applicable to any Enrollment Product prepayment item listed in the Order Summary, per each Enrollment Product prepayment item, the period(s) indicated in the Order Summary between each respective Start Date and End Date.

"Extended Term" means the period commencing after the end of the Initial Term continuing through the earlier of (a) the 12th month following the end of the Initial Term or (b) the date the Prepayment Balance is fully applied to Enrollment Product Purchases.

"Initial Term" means the 12-month period following the Effective Date. If the Order Summary includes multiple Enrollment Product Program Periods, Initial Term includes the latest Enrollment Product Program Period listed in the Order Summary.

"License Start Date" means, if not specified in the License Start Date table above or otherwise herein, with respect to each Enrollment Product, the first date any of your students enroll in that Enrollment Product during the Term.

"License End Date" if not specified in the table above, means 12 months from the License Start Date.

"Prepayment Balance" means payments received for Enrollment Product Purchases pursuant to this Order that have not yet been applied to Enrollment Products Purchases.

"Purchase" means the enrollment of a student, or the use of or access to one of the products or services identified in Appendix A.

"Subsequent Enrollment Product Order" means a separate order for Enrollment Products having an effective date that is later than the end of the Term of this Order.

"Term" means the combined period including the Initial Term and any applicable Extended Term.

For Enrollment Products purchased pursuant to this Order Form, we provide a no charge period per product ("Grace Period") as follows:

Monthly Enrollment Product: 3 days  
Semester or Partial Semester Enrollment Product: 14 days  
Yearly Enrollment Product: 30 days

Active Yearly per Student if purchased, notwithstanding the License Start Date and License End Date definitions above, allows the student access for a 12-month period following initial enrollment date.

### Roles and Responsibilities:

#### **Our Responsibilities**

We will administer the program with the support of your staff.

We will be responsible for the following:

- Provide the licensed courses to students using the program.
- Provide qualified teachers for each course (valid for Calvert Digital only if Instructional Support option for Calvert is utilized per Appendix A).
- Provide training through webinar(s) for individuals selected by you to facilitate the program, in accordance with the services you have purchased.
- Provide an online registration and course enrollment process.
- Provide online access to student progress on an ongoing basis to appropriate personnel that you identify.
- Provide access to the online courses that you've licensed 24 hours 7 days a week for student and organization use, subject to normal downtime for updates and maintenance.
- Provide reporting on student progress throughout each course and program.
- Access to learning management system and/or student information system which gives access to student info, student's official gradebook, and communications concerning student.
- Printable access to an enrolled student's copy of unofficial transcript.

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## ORDER FORM

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### Customer Responsibilities

You will work with us to design and implement a program that meets the educational needs of the students selected to participate in the program.

You will be responsible for the following:

- Designate one person who will be the program administrator. This person will be responsible for coordinating the operation of the program with our staff.
- Arrange for our training to your staff involved in the program. The training will be provided through virtual sessions.
- Submit enrollments using Edmentum's secure student information system. Determine what course(s) students will take and assist administrators in accurately inputting required information.
- Ensure that students participating in this program have regular access to the internet.
- Promptly notify us in the event that you become aware of a change in a policy, law or regulation that impacts the operation of the program or the policies in place governing a student's participation in the program.
- Promptly contact us if a student withdraws, is suspended, or has other status changes that will affect the student's participation or progress in class.
- Using reasonable efforts to ensure that your students understand and adhere to our policies, including but not limited to our Student Code of Conduct policy.

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**Integrity Heating and Air**

Po box 67  
Chilcoat, CA 96105  
+2493697  
femsoff@gmail.com



## Estimate

**ADDRESS**

Loyalton Elementary School  
111 Beckwith Street  
Loyalton, CA 96118

**ESTIMATE # 1693****DATE 08/06/2025****EXPIRATION DATE 08/20/2025**

DATE	DESCRIPTION	AMOUNT
	We are pleased to provide this quote for the Loyalton Elementary School located at 111 Beckwith Street in Loyalton.	
	This estimate includes the following:	
	~New Mitsubishi Multi-zone hyper heat pump	
	~015 Wall unit	
	~06 Wall unit	
	~Line sets	
	~Communication Cable	
	~Line voltage to equipment	
	~Wall sling	
	~All miscellaneous materials needed to complete installation	
	Materials	5,800.00T
	O/H and Labor	6,779.50
	This estimate does not include a California mechanical permit. We can and will provide one upon request for an additional cost.	
<hr/>		
	SUBTOTAL	12,579.50
	TAX	420.50
	TOTAL	<b>\$13,000.00</b>

Accepted By

Accepted Date

**Clayton A Titus Inc.**

**PO Box 690640**

**Stockton, CA 95269**

**Lic. 921278/ DIR# 1000005001**

## Estimate

Date	Estimate #
8/3/2025	0725003

Name / Address
Sierra-Plumas Joint Unified School Distri P.O. Box 955 109 Beckwith Road Loyalton, CA 96118

Ship To
Modular Relocation

Description	Qty	cost	Total
Disassemble, relocate, and reinstall 1- 24 x 40 classroom on existing wood foundation per original manufacturers drawings. Includes all transportation costs and rolling of building into place from parkig lot area. Includes new wood skirting. Does not include: Sitework,low voltage and utility disconnect or reconnect, DSA upgrades, crane charges, or unforeseen conditions. Does not include reseam of roof if it is not factory standing seam design. Does not include any concrete work if required for foundation system		21,000.00	21,000.00
		0.00	0.00
		<b>Total</b>	\$21,000.00

Signature \_\_\_\_\_

**SIERRA COUNTY BOARD OF EDUCATION and  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD**

**INITIAL PROPOSAL TO THE SIERRA-PLUMAS TEACHERS' ASSOCIATION (S-PTA)**

Presented August 12, 2025

According to the Rodda Act, the result of negotiating determines the salaries and benefits, hours, calendar and most aspects of teachers' working conditions. The "sunshine" clause of the Rodda Act requires that each party's proposal be presented for public comment at a publicized school board meeting. Therefore, the Sierra County Board of Education and Sierra-Plumas Joint Unified School District Governing Board, at the regular Board meeting(s) on August 12, 2025, present the **following proposal for the 2025-2026 school year.**

1. **ARTICLE 3 – Days and Hours of Employment**
  - Clarify articles 3.3 and 3.4 specific to early release Wednesdays.
2. **ARTICLE 4 – Class Size**
  - Update article 4.3 language regarding TK student to staff ratio.
3. **ARTICLE 8 – Evaluation of Unit Members**
  - Create separate evaluation instruments for nurse, speech, and other specialist positions.
4. **ARTICLE 12 – SALARY**
  - Update stipends to include Loyalton Middle School.
  - Clarify language in 12.3 C. about the process for posting and filling extra-duty and coaching positions.
5. **ARTICLE 20 – PARR and BTSA Programs**
  - PARR no longer exists and BTSA is now called Induction. Update article language to be in alignment with these changes.



## CSBA POLICY GUIDE SHEET – July 29, 2025 *First Reading*

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 0410 - Nondiscrimination in District Programs and Activities**

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. Policy also updated to reflect **NEW LAW (AB 3074, 2024)** which prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname, and, beginning July 1, 2026, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe.

### **Board Policy 0420.4 - Charter School Authorization**

Policy updated to reflect that the prohibition from approving a petition for the establishment of a new charter offering nonclassroom-based instruction extends to January 1, 2026. Additionally, policy updated to add the section "Material Revisions to Charter," which was moved from Board Policy 0420.41 - Charter School Oversight, as that section is more appropriately placed with material related to authorization of charter schools.

### **Board Policy 0420.41 - Charter School Oversight**

Policy updated to add that the Superintendent or designee and the governing bodies of charter schools review new laws and regulations applicable to charter schools, and delete the section "Material Revisions to Charter," which was moved to Board Policy 0420.4 - Charter School Authorization, as that section is more appropriately placed with material related to authorization of charter schools.

### **Board Policy 0440 - District Technology Plan**

Policy updated to revise the philosophical paragraph to acknowledge, in addition to the benefits gained from technological resources, potential negative consequences. Additionally, policy updated to add material related to the alignment of technological resources with other district goals, objectives, and academic standards, the safe use of technological resources, the use of technology in accordance with district policy, and the use of artificial intelligence, as applicable. In addition, policy updated to (1) reflect that state law and the California Department of Education no longer requires districts to have a technology plan and (2) maintain the requirement for the Superintendent to develop and regularly propose revisions to a technology plan. Policy also updated to list the components to be included in the district technology plan.

### ~~New – Board Policy 0441 – Artificial Intelligence~~

~~New policy provides principles for the district regarding the use of artificial intelligence (AI) by students and staff, and requires the Superintendent to ensure that the use of AI is consistent with district policy.~~

### **Board Policy 0450 - Comprehensive Safety Plan**

Policy updated to include in the philosophical statement that, in addition to high expectations for student conduct, there are high expectations for staff conduct. Additionally, policy updated to reflect legislative intent to provide staff training on the comprehensive school safety plan.

**Board Policy 1113 - District and School Websites**

Policy updated to make the philosophical paragraph more current by assuming that districts have websites and to recognize the value of district and school websites for communication purposes. Additionally, policy updated to **NEW LAW (AB 1785, 2024)** which prohibits districts from publicly posting online specified information of any elected or appointed official, such as a Governing Board member, without first obtaining the written permission of that individual.

**Board Policy 1312.3 - Uniform Complaint Procedures**

Policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. Additionally, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. In addition, policy updated to reflect the California Department of Education's federal program monitoring instrument which now lists "Instructional Materials and Curriculum: Diversity" as its own item, and **NEW LAW (AB 3074, 2024)** which requires the use of the uniform complaint procedures to resolve complaints related to school or athletic team names, mascots, or nicknames. Policy also updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025.

**Board Bylaw 9011 - Disclosure of Confidential/Privileged Information**

Bylaw updated to expand and clarify definition of confidential information to include (1) information acquired by being present in a closed session that is specifically related to the basis for the Governing Board to meet lawfully in closed session, (2) information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session, (3) information contained in communications provided to Board members from the district's attorney, and (4) information deemed confidential by the Board. Additionally, bylaw updated to clarify that confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law or Board bylaws or policies. In addition, bylaw updated to expand material related to (1) a Board member willfully and knowingly using or disclosing for pecuniary gain information acquired in the course of the Board member's official duties, and (2) actions the Board may pursue if a Board member threatens to disclose or discloses confidential information. Bylaw also updated to remove reference to employees, which are governed by Board Policy 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information.

**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0410: Nondiscrimination In District Programs And Activities**

CSBA NOTE: Education Code 234.1 mandates districts to adopt policy as well as a process to ensure that district programs and activities are free from unlawful discrimination.

In accordance with various provisions of state and federal law and regulation, and related court cases, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. This includes, but is not limited to, discrimination based on race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. For more information specific to the protection of students against discrimination and harassment, see BP/AR 5145.3 - Nondiscrimination/Harassment and BP/AR 5145.7 - Sexual Harassment.

Government Code 12940 provides additional protections for employees, job applicants, unpaid interns, and volunteers against unlawful discrimination and harassment on the basis of actual or perceived age; religious creed; reproductive health decision-making; sex, which includes some of the characteristics listed in the prior paragraph, as well as breastfeeding; and veteran or military status. For more information specific to the protection against discrimination as related to volunteers, see BP 1240 - Volunteer Assistance, and, as related to employees, unpaid interns, and job applicants, see BP 4030 - Nondiscrimination in Employment and BP 4119.11/4219.11/4319.11 - Sexual Harassment.

Additionally, Education Code 200 and 210.2, and Government Code 12920 and 12926, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases.

Education Code 260 and 5 CCR 4900-4965 also require the Governing Board to monitor district compliance with these state and federal laws. The federal laws are enforced by the U.S. Department of Education's Office for Civil Rights (OCR), and the California Department of Education (CDE) may investigate complaints regarding discrimination pursuant to 5 CCR 4600-4670.

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex in district programs and activities. Although the Title IX regulations were amended by 89 Fed.Reg. 33474, effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, OCR's February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024.

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities.

This policy shall apply to all acts related to a school activity or school attendance and to all acts of the ~~Governing~~ Board and the Superintendent in enacting policies and procedures that govern the district. (Education Code 234.1)

~~The Board is committed to providing equal opportunity for all individuals in district programs and activities.~~ District programs, activities, and practices shall be free from unlawful discrimination, ~~including discrimination~~ against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race, color or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and/or recovery; reproductive health decision-making; breastfeeding or related medical conditions; parental, family, or marital, and family status; reproductive health decisionmaking; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; and veteran or military status; ~~or genetic information;~~ a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on any of the categories identified above.

CSBA NOTE: Pursuant to Education Code 242, CDE has developed guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, which are available on its website.

For more information regarding the prohibition of discrimination as it applies to textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library, see BP/AR/E(1) 6161.1 - Selection and Evaluation of Instructional materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media Centers. Also see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources.

The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Additionally, the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be adopted by the Board or district if the use would subject a student to unlawful discrimination as specified

in Education Code 220. (Education Code 244)

CSBA NOTE: Education Code 221.2-221.3, the California Racial Mascot Act, declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to providing an equal education. Specifically, Education Code 221.3, as amended by AB 3074 (Ch. 665, Statutes of 2024), prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname. Beginning July 1, 2026, Education Code 221.3, as amended by AB 3074, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe. Education Code 33315, as amended by AB 3074, requires that the uniform complaint procedures (UCP) be used to investigate and resolve complaints alleging a violation of Education Code 221.3. See BP/AR 1312.3 - Uniform Complaint Procedures.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. The Superintendent or designee shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

CSBA NOTE: Complaints alleging discrimination based on a violation of Education Code 243, or 244, as added by SB 153 (Ch. 38, Statutes of 2024), related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. See BP/AR 1312.3 - Uniform Complaint Procedures.

~~Except for allegations of sex discrimination or sex-based harassment, allegations of All complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, for students, and Administrative Regulation 4030 - Nondiscrimination in Employment, for employees. Complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved in accordance with 34 CFR 106.44 and 106.45 and as specified in Administrative Regulation 5145.71—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for students, and Administrative Regulation 4119.12/4219.12/4319.12—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, for employees.~~

CSBA NOTE: Pursuant to 34 CFR 104.8 and 106.8, a district that receives federal aid is required to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate on the basis of disability or sex in its education programs or activities. Additionally, Education Code 221.61 requires districts to post specified information relating to Title IX on their websites. To ensure consistent implementation of the laws, the same notification requirement should be adopted for all the protected categories as provided in the following paragraph.

Pursuant to 34 CFR 104.8 and 106.8, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed ~~pursuant to Education Code 48980~~ in accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's website and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

CSBA NOTE: Pursuant to Education Code 234.7, a district is required to notify parents/guardians of their children's right to a free public education regardless of immigration status. The Attorney General's, "Promoting a Safe and Secure Learning Environment: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues," updated in December 2024, provides additional detail on this topic, which includes one appendix titled, "Know Your Educational Rights." Such notice may be included in the annual parental notification provided pursuant to Education Code 48980 or through any other cost-effective means. See BP/AR 5145.13 - Response to Immigration Enforcement and BP/E(1) 5145.6 - Parent/Guardian Notifications.

~~In addition, the annual parental notification shall inform~~ The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs, ~~including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost effective means determined by the Superintendent or designee. (Education Code 234.7)~~ and their rights related to immigration enforcement. (Education Code 234.7)

CSBA NOTE: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in English or the primary language. Additionally, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. ~~In addition~~ Additionally, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language. (Education Code 48985; 20 USC 6312)



## Access for Individuals with Disabilities

CSBA NOTE: Pursuant to the Americans with Disabilities Act (ADA) and its implementing regulations, district facilities must be accessible to and usable by individuals with disabilities. Compliance methods may include equipment redesign, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, and alteration of existing facilities and construction of new facilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective, the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity, or the district can demonstrate an undue financial or administrative burden. However, pursuant to 28 CFR 35.151, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs issued by the U.S. Department of Justice (DOJ). Additionally, pursuant to 28 CFR 35.136, a district is required to permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a district program or activity. For language addressing this mandate, see AR 6163.2 - Animals at School. It is recommended that districts with questions about compliance with the ADA consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

CSBA NOTE: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires districts to provide services and aids to ensure that an individual with a disability is not excluded from participation or denied a benefit, service, or program on the basis of that disability. However, if the district can show that providing such aids and services would fundamentally alter the nature of the function, program, or meeting, or would be an undue burden, then the district need not provide them.

Additionally, Government Code 54953.2 requires that all Board meetings meet the protections of the ADA and implementing regulations (28 CFR 35.160 and 36.303). The district is required to ensure that such meetings are accessible to persons with disabilities and that disability-related accommodations, such as auxiliary aids and services, are made available upon the request of any individual with a disability. In addition, Government Code 54953 requires Boards to maintain and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the ADA, and to resolve any doubt in favor of accessibility. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.

OCR has interpreted the ADA and Section 504 of the Rehabilitation Act of 1973 to include the requirement that district websites be accessible to individuals with disabilities. In April 2024, the DOJ updated its regulations to include specific technical standards to ensure that content available through a district's web and mobile applications are accessible to individuals with disabilities by April 26, 2027. For more information on website accessibility, see OCR's June 2010 and May 2011 Dear Colleague Letters, and BP 1113 - District and School Websites.

The Superintendent or designee shall ensure that the district's web and mobile applications comply with technical standards prescribed by law, and as necessary, shall provide appropriate auxiliary aids and services to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of district services, programs, or activities. These aids and services may include, but are not limited to,

qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school websites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services.

Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

CSBA NOTE: Pursuant to 28 CFR 35.107, a district that has 50 or more employees is required to designate at least one employee to coordinate the district's efforts to comply with the ADA. The designated employee could be the same individual or position responsible for the district's compliance with state and federal laws and regulations governing educational programs as identified in the district's UCP procedures. The following paragraph, which identifies the person or position identified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee, may be modified if the district chooses to designate another person or position.

The individual identified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. The compliance officer shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

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SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: June 12, 2012  
revised: June 12, 2018  
revised: September 21, 2021  
revised: March 05, 2024  
revised: November 12, 2024  
revised: ??, 2025



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0420.4: Charter School Authorization**

CSBA NOTE: The following optional policy may be revised to reflect district practice. Education Code 47600- 47616.7 authorizes the establishment of public charter schools, which are generally exempt from the Education Code unless otherwise specified in law. To establish a charter school within the district, petitioners are required to submit to the Governing Board for approval a petition which includes all components required by law as described in the accompanying administrative regulation. The following policy reflects the criteria and procedures required by Education Code 47605.

Under certain circumstances, charter petitions may also be approved by other governmental entities. For example, Education Code 47605.5-47605.6 require petitioners to submit a petition directly to the County Board of Education when (1) the charter school will serve students for whom the county office of education would otherwise be responsible for providing direct education and related services or (2) the countywide program will provide educational services to a student population that cannot be served as well by a charter school operating in only one district in the county. Pursuant to Education Code 47606, a district may petition the Superintendent of Public Instruction and the State Board of Education (SBE) to convert all its schools to charter schools, provided that 50 percent of the district's teachers sign the petition, the petition contains all specified components, and arrangements are made for alternative attendance of students residing within the district who choose not to attend a charter school.

For further information regarding the submission and review of charter school petitions, see CSBA's, "Charter Schools: A Guide for Governance Teams." CSBA's District and County Office of Education Legal Services attorneys can also assist with petition reviews for districts that subscribe to that service.

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.-

CSBA NOTE: Education Code 47605 allows for Board approval of a start-up charter school or the conversion of an existing public school into a charter school, provided that the charter school adopts and maintains a policy giving admission preference to students who reside within the former attendance area of that public school. The signature requirement differs for each type of charter school; see the accompanying administrative regulation.

One or more persons may submit a petition to the Board for a charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a charter school shall include all components, signatures, and statements required by law, as specified in the accompanying administrative regulation. The proposed charter shall be attached to the petition. (Education Code 47605)

The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee may also meet with the petitioners to establish workable plans for contracted services, which the district may provide to the proposed charter school.

The Board shall not require any district student to attend the charter school, nor shall it require any district employee to work at the charter school. (Education Code 47605)

#### Timelines for Board Action

CSBA NOTE: Pursuant to Education Code 47605, the Board is required to hold a public hearing within 60 days of receiving a charter petition to determine the level of support for the petition, and to hold a public hearing within 90 days to take final action on the petition. Education Code 47605 also requires the district to publish, at least 15 days prior to the public hearing at which the Board will grant or deny the petition, staff recommendations regarding the petition and, if applicable, the certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district.

To provide adequate opportunity for public input and thoughtful consideration of the charter petition, it is recommended that the Board conduct two public hearings -- one hearing to determine the level of support for the petition and, following the publication of staff recommendations, a second hearing to grant or deny the petition. However, the law does not explicitly require two hearings, and it may be possible to hold one public hearing to both determine the level of support for the petition and grant or deny the petition, provided that staff recommendations are published 15 days prior to the hearing, the hearing is held within 60 days of receipt of the petition, and the petitioners have equal time and opportunity to present evidence and testimony. It is recommended that CSBA's District and County Office of Education Legal Services or district legal counsel be consulted as needed to ensure that all requirements are met.

Within 60 days of receiving a charter petition, the Board shall hold a public hearing on the charter provisions, at which time the Board shall consider the level of support for the petition by district teachers, other district employees, and parents/guardians. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the petition at a public hearing held within 90 days of receiving the petition, or within 120 days with the consent of both the petitioner and the Board. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter, the district shall publish all staff recommendations regarding the petition, including any recommended findings and, if applicable, certification from the County Superintendent of Schools regarding the potential fiscal impact of the charter school on the district. During the public hearing, the petitioners shall have equal time and opportunity to present evidence and testimony in response to the staff recommendations and findings. (Education Code 47605)

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Pursuant to Education Code 47605, in the event that a petition is denied and the matter is appealed, the Board is required to provide a documentary record to the petitioner, including a transcript of the public hearing at which the Board denied the hearing. See "Appeals" below. Thus, it may be useful to have a transcription of the hearing(s) in the event that the petitioners later appeal the decision of the Board.

The Superintendent or designee shall maintain accurate records, in relation to each charter petition, of documents submitted, the Board's proceedings, and the findings upon which the Board's decision is made.

#### Approval of Petition

CSBA NOTE: Education Code 47605 requires the Board to give preference to charter petitions that demonstrate the capability to provide comprehensive learning experiences to students identified by the petitioner as academically low achieving based on the standards established by the California Department of Education (CDE) pursuant to Education Code 54032, as that section read before July 19, 2006. Prior to its repeal on that date, Education Code 54032 required CDE to develop standards to identify students as academically low achieving for purposes of allocating Economic Impact Aid funds to school sites. However, the Economic Impact Aid program is no longer funded or administered by CDE.

Pursuant to Education Code 47605, the Board is required to also consider the interests of the community in which the school is proposing to locate.

A charter petition shall be granted only if the Board is satisfied that doing so is consistent with sound educational practice and the interests of the community in which the school is proposing to locate. In granting charters, the Board shall consider the academic needs of the students the charter school proposes to serve and shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving, based on standards established by California Department of Education (CDE). (Education Code 47605)

CSBA NOTE: Pursuant to Education Code 47604.1, charter schools are subject to the Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 7920.000 - 7930.215), conflict of interest laws (Government Code 1090-1099), and the Political Reform Act (Government Code 81000-91014).

Prior to authorizing any charter, the Board shall verify that the charter includes adequate processes and measures for monitoring and holding the school accountable for fulfilling the terms of its charter and complying with all applicable laws, including Education Code 47604.1. Such processes and measures shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, inspection and observations of any part of the charter school, and regular reports to the Board.

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Although not required by law, CSBA's, "Charter Schools: A Guide for Governance Teams," recommends one or more memoranda of understanding (MOUs) to address matters that are related to the charter petition but are not included in the petition, and to establish expectations for which the charter school can be held accountable. CSBA's manual provides examples of issues that might be addressed in an MOU, including business operations, facilities, administrative and support services, special education, student assessment, and athletics. See CDE's website for sample MOUs.

The Board may approve one or more memoranda of understanding (MOU) to clarify the financial and operational agreements between the district and the charter school. Any such ~~memorandum of understanding~~MOU shall be annually reviewed by the Board and charter school governing body and amended as necessary.

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

When a petition is approved by the Board, it shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the petition to the County Superintendent ~~of Schools~~, CDE, and the State Board of Education (SBE). (Education Code 47605)

#### Denial of Petition

The Board shall summarily deny any charter petition that proposes to:

1. Operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
- 
2. Convert a private school to a charter school (Education Code 47602)-

CSBA NOTE: Pursuant to Education Code 47605, the Board may approve a charter school serving students in a grade level not offered by the district only when the charter school will also serve all the grade levels offered by the district. Thus, an elementary district's board cannot approve a charter for a high school, but may approve a charter for a K-12 school since the charter school will serve all grade levels served by the elementary school district.

3. Serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)-

CSBA NOTE: Pursuant to Education Code 47612.7, until January 1, 2026, the Board is prohibited from approving a petition for the establishment of a new charter school offering nonclassroom-based instruction. A charter school approved before October 1, 2019, which had started providing educational services as of that date may continue to offer nonclassroom-based instruction under the circumstances specified in Education Code 47612.7.

4. Offer nonclassroom-based instruction (Education Code 47612.7)

CSBA NOTE: Pursuant to Education Code 47605, a charter petition may be denied only if certain factual findings are made. 5 CCR 11967.5.1 contains criteria for SBE's review of charter petitions, which may be useful to the district in determining how it might evaluate whether a petition meets the conditions specified below.

Regarding all other charter petitions, the Board shall deny a petition only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605; 5 CCR 11967.5.1)

1. The charter school presents an unsound educational program that has a likelihood of physical, educational, or psychological harm to, or which is not likely to provide an educational benefit for, the students to be enrolled in the charter school-
- 
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition-
- 
3. The petition does not contain the number of signatures required-
- 
4. The petition does not contain a clear, unequivocal statement described in Education Code 47605(e), including that the charter school will be nonsectarian and that the school shall not

charge tuition or discriminate against any student based on the characteristics specified in Education Code 220-

- 
- 5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(c)-
- 
- 6. The petition does not contain a declaration as to whether the charter school shall be deemed the exclusive public employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3-
- 
- 7. The charter school is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate-

Analysis of this finding shall include consideration of the fiscal impact of the proposed charter school. A written factual finding shall detail specific facts and circumstances that analyze and consider the following factors:

- 
- a. The extent to which the proposed charter school would substantially undermine existing services, academic offerings, or programmatic offerings
- 
- b. Whether the proposed charter school would duplicate a program currently offered within the district, when the existing program has sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate-

CSBA NOTE: Pursuant to Education Code 47605, a district under state receivership is not in a position to absorb the fiscal impact of a proposed charter school.

- 8. The district is not positioned to absorb the fiscal impact of the proposed charter school-

The district meets this criterion if it has a negative interim certification, has a qualified interim certification and the County Superintendent certifies that approving the charter school would result in the district having a negative interim certification, or is under state receivership.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)-

## Appeals

CSBA NOTE: Pursuant to Education Code 47605, if the Board denies a charter petition, the petitioner may, within 30 days of the denial, submit the petition to the County Board. If the County Board denies a petition on appeal, the petitioner may, within 30 days of the denial by the County Board, appeal to SBE.

If the Board denies a petition, the petitioner may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)

At the request of the petitioner, the Board shall prepare the documentary record, including a transcript of the public hearing at which the Board denied the charter, no later than 10 business days after the petitioner makes the request. (Education Code 47605)

CSBA NOTE: Pursuant to Education Code 47605, SBE may only reverse a denial of a charter school petition upon a determination that there was an abuse of discretion by each of the board of the district and the county board.

Abuse of discretion is the most deferential standard of review, under which SBE must give deference to the decisions of the board of the school district and the county board to deny the petition. In Napa Valley Unified School District v. State Board of Education, the district and the county Board denied a charter school petition on the basis that it was unlikely to serve the interests of the entire community and that it would have a negative fiscal impact on existing district services. The proponents of the charter school appealed to SBE, however, the California Appellate Court held that SBE could not overturn the denial. The proponents of the charter school had petitioned the California Supreme Court for review. Due to the legal uncertainty in this area, it is recommended that the Board consult CSBA's District and County Office of Education Legal Services or district legal counsel when a petition the Board has denied is on appeal to SBE.

Within 30 days of receipt of an appeal submitted to SBE, the Board may submit a written opposition to SBE, which may include supporting documentation, detailing, with specific citations to the documentary record, how the Board did not abuse its discretion in denying the petition. (Education Code 47605)

If either the County Board or SBE remands the petition to the Board because the petition on appeal contains new or different material terms, the Board shall reconsider the petition and shall grant or deny the petition within 30 days. (Education Code 47605)

#### Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.

If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)

The Board may deny a proposed material revision if it finds that the proposed material revision would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following: (Education Code 47605)

1. The fiscal impact of the proposed expansion on the district
2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings
3. Whether the expansion would duplicate a program currently offered within the district that has



sufficient capacity for the students proposed to be served within reasonable proximity to where the charter school intends to locate

Additionally, the Board may deny a proposed material revision if it finds that the district is not positioned to absorb the fiscal impact of the proposed material revision. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, the district has a negative interim certification pursuant to Education Code 42131, or the district is under state receivership. (Education Code 47605)

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: June 11, 2019  
revised: April 14, 2020  
revised: May 09, 2023  
revised: ??, 2025





**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0420.41: Charter School Oversight**

CSBA NOTE: The following optional policy may be revised to reflect district practice. The Governing Board is required to oversee any charter school it authorizes. This oversight is to ensure the school's compliance with legal requirements and the charter. Additionally, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910.

For guidance when determining whether to grant a renewal of the charter or whether a revocation of the charter is warranted, see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation.

Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, SBE is required to designate, in consultation with the petitioner, either the Board or the County Board as the chartering authority.

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter ~~and is providing a high-quality educational program for students enrolled in the charter school.~~

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

CSBA NOTE: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication, "Charter Schools: A Guide for Governance Teams," recommends more frequent visits in order to monitor school operations more closely and develop relationships with the staff at the school.

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607)

CSBA NOTE: Pursuant to Education Code 47604, if a charter school operates as, or is operated by, a nonprofit public benefit corporation, the Board is entitled to appoint a single representative to the board of directors of the nonprofit public benefit corporation. It is recommended that the Board not appoint a district employee or a Board member to the nonprofit's board. Districts which seek to appoint a representative are recommended to consult CSBA's District and County Office of Education Legal Services or district legal counsel regarding any potential conflict of interest that may arise. Additionally, as an alternative to appointing a member to the nonprofit's board, CSBA's Guide suggests that the district designate its charter school contact, appointed pursuant to Education Code 47604.32, to simply attend meetings of the nonprofit's board.

~~The Superintendent or designated charter school contact shall~~ The Superintendent may designate someone to attend meetings of the charter school governing body whenever possible ~~and shall periodically meet with a representative of the charter school.~~

## Monitoring Charter School Performance

### Waivers

~~If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.~~

### Provision of District Services

~~The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)~~

~~Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a memorandum of understanding (MOU) which clarifies the financial and operational agreements between them.~~

~~At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)~~

### Material Revisions to Charter

~~Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to petitions for the authorization of charter schools as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)~~

~~The Board shall determine whether a proposed change in charter school operations would constitute a material revision of the approved charter.~~

~~If an approved charter school proposes to expand operations to one or more additional sites or grade levels, whether concurrently with or unrelated to a renewal, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations or grade levels. The Board shall consider approval of the additional locations or grade levels at an open, public meeting. (Education Code 47605, 47607)~~

~~Pursuant to Education Code 47605, the Board may deny a request to expand operations if it finds that the proposed expansion would render the charter school demonstrably unlikely to serve the interests of the entire community in which the school is located or proposes to locate. In making this finding, the Board shall consider all of the following:-~~

- ~~1. The fiscal impact of the proposed expansion on the district~~  
~~-~~
- ~~2. The extent to which the expansion would substantially undermine existing services, academic offerings, or programmatic offerings~~  
~~-~~

- ~~3. Whether the expansion would duplicate a program currently offered within the district that has sufficient capacity for the students proposed to be served~~

~~Additionally, pursuant to Education Code 47605, the Board may deny a request to expand charter school operations if it finds that the district is not positioned to absorb the fiscal impact of the proposed charter school expansion. The Board shall make this finding if the district has a qualified interim certification pursuant to Education Code 42131 and the County Superintendent of Schools, in consultation with the County Office Fiscal Crisis and Management Assistance Team, certifies that approving the charter school would result in the district having a negative interim certification pursuant to Education Code 42131, or if the district has a negative interim certification pursuant to Education Code 42131, or is under state receivership.~~

### ~~Location of Charter Schools~~

~~Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries. (Education Code 47605.1)~~

### ~~Monitoring Charter School Performance~~

CSBA NOTE: The district has a responsibility to oversee that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607.

Any charter school authorized by the Board shall be monitored by the Superintendent or designee to determine whether the charter school complies with all legal requirements applicable to charter schools, including all reports required of charter schools by law, as specified in Education Code 47604.32. Any violations of law shall be reported to the Board.

The Superintendent or designee and the governing bodies of charter schools authorized by the Board shall review new laws and regulations applicable to charter schools.

CSBA NOTE: Education Code 47605 requires that measurable student outcomes for all students of the charter school, including numerically significant student subgroups as defined in Education Code 52052, be included in the school's charter petition and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long term English learners, students with disabilities, foster youth, and students experiencing homelessness, when the subgroup consists of at least 30 students (or at least 15 foster youth or students experiencing homelessness) in the school. Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, charter schools are included in the California School Dashboard, which reports the status of school performance on multiple state and local indicators and is intended to assist schools and districts in identifying strengths and areas in need of improvement in each priority area addressed by the LCAP. Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status program, which uses modified methods of measurement for accountability indicators when appropriate, but may not be used for federal accountability purposes.

The Board shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable MOU, memorandum of understanding (MOU), and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

CSBA NOTE: The Multi-Agency Charter School Audits Task Force's publication, "Audit Best Practices for Detecting and Curtailing Charter School Fraud," offers guidelines that may assist charter school authorizers to promptly identify financial issues or misconduct.

The Board shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, LCAP and annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

### Waivers

CSBA NOTE: A charter school is not authorized to submit general waiver requests to SBE on its own behalf, unless an exception applies. Rather, a charter school may submit a waiver request through the district. A general waiver request form is available on the California Department of Education's (CDE) website. See BP 1431 - Waivers.

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to SBE on behalf of the charter school.

### Provision of District Services

CSBA NOTE: CSBA's Guide recommends one or more memoranda of understanding (MOU) to clarify any financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization.

Upon approval by the Board of an appropriate agreement, the charter school may contract with the district or any other source for administrative or other services. (Education Code 47613)

Whenever the district agrees to provide administrative or support services to a charter school, the district and the charter school shall develop a MOU, which clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

### Location of Charter Schools

CSBA NOTE: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school is required to be located within the geographic boundaries of the authorizing district. However, Education Code 47605 permits the location of some charter schools outside of the authorizing district's boundaries under specified conditions. For example, a charter school in operation before October 1, 2019, on a federally recognized California reservation or rancheria or operated by a federally recognized California Indian tribe is exempted from the geographic restrictions of Education Code 47605.1. For information about geographic and site requirements for new charter schools, see AR 0420.4 - Charter School Authorization.

Except when permitted to operate outside district boundaries pursuant to Education Code 47605 and 47605.1, a charter school shall be located within district boundaries.

### Fees/Charges for Supervisorial Oversight

CSBA NOTE: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisorial oversight of the school. Education Code 47613 provides that the costs of supervisorial oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see "Technical Assistance/Intervention" below. CSBA's Guide suggests that supervisorial oversight activities also might include site visits and site visit protocols, development of MOUs, reviews of performance data and financial reports, review of governance procedures, monitoring of teacher credentialing and assignments, facilities compliance, and legal auditing.

The district may charge for district supervisorial oversight as follows: (Education Code 47613; 5 CCR 11969.7)-

1. Actual costs up to one percent of the charter school's revenue-
2. Actual costs up to three percent of the charter school's revenue if the district provides the charter school substantially rent-free facilities

If the district provides the charter school with facilities under Education Code 47614 and charges the charter school a pro-rata share of the facilities costs calculated pursuant to 5 CCR 11969.7, the district may only charge the charter school for the actual costs of supervisorial oversight up to one percent of the charter school's revenue.

3. Actual costs if the district is assigned supervisorial oversight responsibility for the charter school by SBE when authorized on appeal

### Technical Assistance/Intervention

CSBA NOTE: Education Code 47607.3 establishes criteria for the provision of technical assistance to charter schools including, but not limited to, the option to request assistance from the California Collaborative for Educational Excellence (CCEE). If, after providing technical assistance, the CCEE informs the Board that the charter school has failed or is unable to implement CCEE's recommendations or continues to have persistent or acute inadequate performance, then the Board must consider revocation of the charter; see BP 0420.43 - Charter School Revocation.

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance from the County Superintendent of Schools. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 47607.3)-

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605(c)-)

This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.

2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school-

Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.

3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in Items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in Items #1 and 2 or substantially similar activities, and ongoing communication with the Board to assess the charter school's progress in improving student outcomes-

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the County Superintendent may request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074. (Education Code 47607.3; 52072)

CSBA NOTE: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3 requires the Board to consider revocation of a charter whenever it finds that the charter school has failed, or is unable, to implement the recommendations of CCEE or continues to demonstrate persistent or acute inadequate performance.

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school. (Education Code 47607, 47607.2)



## Complaints

CSBA NOTE: Pursuant to Education Code 52075, charter schools are required to establish policies and procedures for addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.

Each charter school shall establish and maintain policies and procedures in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670 to enable any person alleging the school's noncompliance with Education Code 47606.5 or 47607.3 to file a complaint with the charter school. (Education Code 52075)

A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

## School Closure

CSBA NOTE: Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure-related activities, (2) notifications to specified persons and entities, (3) provision of information about students' grade level, course completion, and district of residence, (4) transfer and maintenance of student and personnel records, (5) completion of an independent final audit, (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed, (7) completion and filing of any annual reports required pursuant to Education Code 47604.33, and (8) identification of funding for the activities identified in #1-7.

Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify CDE when a charter school ceases operation for any reason. CSBA's Guide recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter ~~and/or an MOU~~ school and/or an applicable agreement between the district and the charter school, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out of the charter school.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of a charter is denied, a charter is revoked, or a charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 14, 2020  
revised: October 11, 2022  
revised: July 11, 2023  
revised: ??, 2025



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0440: District Technology Plan**

CSBA NOTE: The following optional policy may be revised to reflect district practice. State law previously required districts to adopt a technology plan as a precondition for certain state technology funding. Although that requirement no longer exists, many districts continue to utilize technology plans, and the importance of technology plans is likely to grow with the expanding use of artificial intelligence (AI). For more information regarding the use of AI, see BP 0441 - Artificial Intelligence, BP/E(1) 4040 - Employee Use of Technology, BP 5131.9 - Academic Honesty, and BP/E(1) 6163.4 - Student Use of Technology.

Pursuant to 20 USC 7119, districts that receive funds under the federal Student Support and Academic Enrichment grant program (20 USC 7101-7122) are required to use a portion of those funds to improve the use of technology in order to improve the academic achievement and digital literacy of all students. Such funds may be expended for the purposes specified in 20 USC 7119, with no more than 15 percent being used to purchase technology infrastructure. For districts or consortia that receive grants of \$30,000 or more, such expenditures are required to be aligned with a needs assessment conducted pursuant to 20 USC 7116.

The Governing Board of Education recognizes that technological resources, including resources that utilize artificial intelligence (AI), can enhance student achievement by increasing student access to information, supporting teacher effectiveness, and facilitating the administration of student assessments. Effective use of technology can also increase the efficiency of the district's noninstructional/non-instructional operations and governance. However, the Board also recognizes the potential for technological resources to undermine student achievement, health, and well-being.

The Superintendent shall ensure that technological resources provided to students and staff be aligned to district goals, objectives, and academic standards and shall be used in a safe and responsible manner. Students and staff shall be allowed to use such technology in accordance with district policies, including, but not limited to, policies on AI, academic honesty, data privacy, nondiscrimination, copyright protections, student use of technology, and employee use of technology.

The Superintendent or designee shall develop, for Board approval and regularly propose revisions to, a comprehensive three-year technology plan based on an assessment of current uses of technology in the district and an identification of future needs, which shall be submitted to the Board for consideration and approval. The Superintendent or designee may appoint an advisory committee consisting of a variety of staff and community stakeholders to assist with the development of the technology plan.

CSBA NOTE: The following list should be revised to reflect district practice.

The district's technology plan shall include, but not be limited to, the following:

1. What technological resources will be utilized by the district
2. How these technological resources will be equitably accessible to all students and staff and to all schools
3. How these technological resources will be used to improve educational services
4. What professional development opportunities or materials regarding these technological resources will be made available to staff

5. How AI may be used by students and staff in accordance with Board Policy 0441 - Artificial Intelligence, Board Policy/Exhibit (1) 4040 - Employee Use Of Technology, Board Policy 5131.9 - Academic Honesty, and Board Policy/Exhibit (1) 6163.4 - Student Use Of Technology

CSBA NOTE: Education Code 48985.5, as amended by AB 2690 (Ch. 241, Statutes of 2024), requires districts, at the beginning of the first semester or quarter of the regular school year, to annually inform parents/guardians about the risk of social media being used as a way to market and sell synthetic drugs.

Pursuant to Education Code 48901.8, as added by SB 1283 (Ch. 891, Statutes of 2024), Governing Boards are authorized to limit or prohibit student use of social media when students are at a school site or while the students are under the supervision and control of an employee or employees of that district.

47 USC 223, as amended by the TAKE IT DOWN Act of 2025 (P.L. 119-12), imposes criminal penalties for creating and posting AI-generated deepfakes, as well as for threatening to post intimate images without consent, and empowers the Federal Trade Commission to hold social media platforms accountable to remove such images.

6. How students will acquire the knowledge and skills sufficient for digital citizenship, social media and AI literacy, and identifying online misinformation

CSBA NOTE: Pursuant to Government Code 8586.5, the California Cybersecurity Integration Center (CSIC) serves as the central organizing hub of the state government's cybersecurity preparedness and response activities and coordinates cyber intelligence and information sharing, and is required to coordinate information sharing, including cyber threat information, with school districts.

Government Code 11549.3 authorizes districts, at district expense, to request the Military Department, in consultation with CSIC, to perform an independent security assessment of the district or individual district school. Districts are encouraged to consult with the California Office of Emergency Services (OES) and utilize resources such as the State Threat Assessment System and Regional Fusion Centers to help assess potential threats. For more information see OES' website.

Pursuant to Education Code 35266, districts that experience a cyberattack, as defined, which impacts more than 500 students or personnel, are required to report such cyberattack to CSIC.

7. How the district will prevent and respond to cyberattacks, address other cybersecurity concerns, and what steps students and staff can take to enhance security of the systems they use

The district's technology plan shall be integrated into the district's vision and goals for student learning and shall contain research-based strategies and methods for the effective use of technology. When required for state or federal grant programs in which the district participates, the plan shall also address all components required for receipt of such grants.

The Superintendent or designee shall ensure that any use of technological resources in the district protects the private and confidential information of students and employees in accordance with law.

**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Philosophy, Goals, Objectives and Comprehensive Plans**

**Policy 0450: Comprehensive Safety Plan**

CSBA NOTE: The following policy is optional and may be revised to reflect district practice. Pursuant to Education Code 32280-32289.5, districts are responsible for ensuring that a comprehensive school safety plan (CSSP) with specified components is in place for each district school. As required by Education Code 32282 and 32288, the California Department of Education (CDE) has posted on its website a compliance checklist for developing CSSPs and best practices for reviewing and approving the plans. CSSPs are reviewed through the annual audits required by Education Code 41020 to ensure that they are updated and approved by March 1 of each year.

Additionally, Education Code 32280.5, as added by AB 960 (Ch. 528, Statutes of 2024), encourages each school with an enrollment of 100 students or more to, on or before, July 1, 2030, implement a web-based or app-based school safety program that includes specified components.

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for staff and student conduct, responsible behavior, and respect for others.

The Superintendent or designee shall ~~oversee~~ be responsible for the development of a districtwide comprehensive school safety plan (CSSP) that is applicable to each school site. (Education Code 32281)

CSBA NOTE: The following two paragraphs apply to all districts. Education Code 32286 requires that the school site council review and update the CSSP by March 1 of each year. In districts with ADA of 2,500 or less that choose to develop a districtwide plan in accordance with Option 2 above, the Superintendent or designee may conduct the annual review.

Pursuant to Education Code 32288, the updated plan(s) must be submitted to the Governing Board for approval. The Board may choose to delegate to the Superintendent or designee the responsibility to review and approve the updated plans, but the Board remains responsible for ensuring compliance with the law.

~~The comprehensive safety plan~~ The CSSP(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

CSBA NOTE: Pursuant to Education Code 32282, the annual evaluation of the CSSP is required to include ensuring that the plan provides appropriate adaptations for students with disabilities.

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice. Education Code 32280 states the legislative intent that all school staff be trained on the CSSP.

As necessary, the Superintendent or designee shall provide CSSP training to all school staff.

CSBA NOTE: Education Code 32288 requires that districts notify CDE if a school has not complied with the CSSP requirements. In the event that the Superintendent of Public Instruction determines

that there has been a willful failure by a district to make any report required by Education Code 32280-32289, Education Code 32287 provides that the district may be fined up to \$2,000.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

### Tactical Response Plan

CSBA NOTE: The following section is optional. Pursuant to Education Code 32281, the Board may, after consulting with law enforcement officials, elect to have the district, rather than the school site council, develop those portions of the CSSP that include tactical responses to criminal incidents that may result in death or serious bodily injury.

Notwithstanding the process described above, any portion of a ~~comprehensive safety plan~~CSSP that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by the Superintendent or designee in accordance with Education Code 32281. In developing such strategies, the Superintendent or designee shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

### Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the ~~comprehensive safety plan~~CSSP that include tactical responses to criminal incidents need not be publicly disclosed.

The Superintendent or designee shall share the ~~comprehensive safety plans~~CSSPs and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

CSBA NOTE: Pursuant to Education Code 32289.5, the district is required to provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools, as specified.

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: April 12, 2012  
revised: August 9, 2016  
revised: January 8, 2019  
revised: April 4, 2023  
revised: June 25, 2024

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

**Community Relations**

**Policy 1113: District And School Websites**

CSBA NOTE: The following optional policy may be revised to reflect district practice. District strategies for effective use of websites may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.

~~To enhance communication~~ The Governing Board recognizes the value of district and school websites to communicate with students, parents/guardians, staff, and community members, ~~the Governing Board encourages the~~. The Superintendent or designee ~~to develop and~~ shall maintain district and school websites. The use of district and school websites shall support the district's vision and goals and ~~shall be~~ coordinated with other district communications strategies.

**Design Standards**

The Superintendent or designee shall establish design standards for district and school websites in order to maintain a consistent identity, professional appearance, and ease of use.

CSBA NOTE: The following paragraph is optional. Pursuant to Civil Code 1798.99.28-1798.99.40, businesses that provide online services, products, or features that are likely to be accessed by children are required to prioritize the best interests of students in designing such products or features, to ensure that children are not exposed to harmful or potentially harmful content, contact, or conduct. Though this law is not necessarily applicable to districts, it is good guidance for districts seeking to create a safe online space for students.

District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.

CSBA NOTE: Pursuant to Title II of the Americans with Disabilities Act (ADA) (42 USC 12131-12134) and Section 504 of the Rehabilitation Act of 1973 (29 USC 705, 794; 34 CFR 104.1-104.39), districts have an obligation to provide an equal opportunity to individuals with disabilities to participate in and receive the benefits of the educational program, and must provide accommodations or modifications when necessary to ensure equal treatment.

28 CFR 35.200-35.205 and 89 Fed.Reg. 31337 establish specific requirements and technical standards for making accessible the web content offered by government entities to the public through web and mobile applications. See the accompanying administrative regulation for accessibility guidelines.

The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

**Website Content**

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

CSBA NOTE: The following optional paragraph ensures consistency of district policies regarding advertising and may be revised to reflect district practice.

Board policy pertaining to advertising in district and school publications, as specified in BP Board Policy 1325 - Advertising and Promotion, shall also apply to advertising on district and school websites.

## Privacy Rights

CSBA NOTE: Business and Professions Code 22580-22582 prohibit an operator of a website from knowingly using, disclosing, compiling, or allowing a third party to use, disclose, or compile the personal information of a minor for the purpose of marketing or advertising specified types of products or services. Business and Professions Code 22584-22585 prohibit the operator of a website that provides services to K-12 students from selling or disclosing specified student information or knowingly using that student information to engage in targeted advertising to students or parents/guardians or to amass a profile about a student. However, Business and Professions Code 22584, as amended by AB 810 (Ch. 935, Statutes of 2024), exempts such actions if it will further school purposes. Business and Professions Code 22586 provides a similar prohibition for the operator of a website used, designed, and marketed primarily for preschool or prekindergarten purposes from knowingly engaging in specified activities, including targeted advertising, selling, or disclosing a student's information, and using specified information to amass a profile about a student except in furtherance of preschool or prekindergarten purposes. See BP 5125 - Student Records for further information regarding protection of student information.

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school websites.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The district should carefully consider whether to place personally identifiable information on district or school websites since release of such information may put individuals, including students, at risk and also may violate Education Code 49073, which prohibits disclosure of student directory information to any private profit-making entity; see BP/AR/E(1) 5125.1 - Release of Directory Information.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school websites.

Photographs of individual students shall not be published on district or school websites accompanied by the student's name or other personally identifiable information without the prior written consent of the student's parent/guardian.

CSBA NOTE: The remainder of this policy is for use by all districts.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district websites.

CSBA NOTE: Posting of employees' home addresses, personal telephone numbers, or personal email addresses on district or school websites is prohibited by law in certain circumstances in order to maintain employee privacy and safety. See BP 1340 - Access to District Records, AR 3580 - District Records, and BB 9012 - Board Member Electronic Communications.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school websites.



CSBA NOTE: Pursuant to Government Code 7928.205, as amended by AB 1785 (Ch. 551, Statutes of 2024), the district is prohibited from publicly posting online the information specified below of any elected or appointed official, such as a Board member, without first obtaining the written permission of that individual.

The home address ~~or~~, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school websites without the prior written permission of that individual. (Government Code 3307.5, 7928.205, 7920.535)

No public safety official shall be required to consent to the posting on the Internet of the public safety official's photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or the officer's family. (Government Code 3307.5)

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: October 11, 2011  
revised: December 12, 2017  
revised: July 11, 2023  
revised: ??, 2025





**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Community Relations**

**Policy 1312.3: Uniform Complaint Procedures**

CSBA NOTE: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan, and Education Code 8212 mandates districts to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination. For example, districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. The following policy contains a list of programs and activities subject to these procedures pursuant to state law; see the section "Complaints Subject to UCP," below.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107).

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex in district programs and activities. Although the Title IX regulations were amended by 89 Fed.Reg. 33474, effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, OCR's February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024.

Whether a complaint of sexual harassment is addressed through BP/AR 1312.3 - Uniform Complaint Procedures or the federal Title IX complaint procedures in accordance with 5145.71 - Title IX Sexual Harassment Complaint Procedures, is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. See the section "Non-UCP Complaints" below, the accompanying administrative regulation, BP/AR 5145.7 - Sexual Harassment, and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 ~~and the accompanying administrative regulation.~~

## Complaints Subject to UCP

CSBA NOTE: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the list stating the UCP programs and activities that are implemented in the district.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following ~~programs and activities~~:

1. Accommodations for pregnant and parenting students (Education Code 46015)  
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2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-~~52617~~  
~~-, 52616.18~~)
3. After School Education and Safety programs (Education Code 8482-8484.65)  
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4. Agricultural career technical education (Education Code 52460-52462)  
-
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)  
-
6. Child care and development programs (Education Code 8200-8488)  
-
7. Compensatory education (Education Code 54400)  
-
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)  
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9. Course periods without educational content (Education Code 51228.1-51228.3)

CSBA NOTE: Education Code 200 and 210.2, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases.

10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, a person's actual or perceived ~~characteristics of~~ race or ethnicity, ~~color,~~ ancestry, ~~color,~~ ethnic group identification, nationality, national origin, immigration status, ~~ethnic group identification,~~ age, sex, sexual orientation, sex stereotypes, gender, gender identity, gender expression, religion, ~~physical or mental,~~ disability, medical condition, ~~or,~~ genetic information, pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55; or based on the person's association with a person or group with one or more of these actual or perceived characteristics (~~5 CCR 4610~~)

~~Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. Additionally, discrimination includes, but is not limited to, the~~

~~Board's adoption or approval of use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library if the use would subject a student to unlawful discrimination pursuant to Education Code 220. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)~~

~~The Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 5 CCR 4610; 20 USC 1681-1688, 42 USC 2000d-2000d-7)~~

~~However, the UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)~~

CSBA NOTE: Pursuant to Education Code 51225.1 and 51225.2, exemptions from district adopted graduation requirements, transfer of coursework and credit requirements, and specified consultation and notice requirements, formerly applicable to students in the third or fourth year of high school participating in a newcomer program, are applicable to "newcomer students," as defined in Education Code 51225.2, who are in the third or fourth year of high school. Additionally, pursuant to Education Code 51225.25, as added by AB 2473 (Ch. 831, Statutes of 2024), a "student participating in a newcomer program," as that term was defined by Education Code 51225.2 on January 1, 2023, who was enrolled prior to January 1, 2024, is entitled to the rights specified in Education Code 51225.1 and 51225.2, as described above. The district may, in its discretion, extend the rights established in Education Code 51225.1 to other students participating in a newcomer program.

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (Education Code 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 49069.5, 51225.1, 51225.2)  
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12. Every Student Succeeds Act (Education Code 12030, 52059.5, 64000; 20 USC 6301 et seq.)

CSBA NOTE: Complaints alleging discrimination in the adoption, approval, or use of textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library based on a violation of Education Code 243, or Education Code 244, as added by SB 153 (Ch. 38, Statutes of 2024), may be brought under the district's UCP or may be filed directly with the Superintendent of Public Instruction (SPI). Complaints that are filed directly with the SPI are required to identify the basis for doing so, and present evidence that supports the basis for the direct filing. In such cases, the SPI may directly intervene without waiting for an investigation by the district. For more information regarding complaints concerning instructional materials, see BP/AR 1312.2 - Complaints Concerning Instructional Materials and AR 1312.4 - Williams Uniform Complaint Procedures.

Pursuant to Education Code 242, CDE has developed guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, which are available on its website.

For more information regarding the prohibition of discrimination as it applies to textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library, see BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR/E(1) 6161.1 - Selection and Evaluation of Instructional Materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media

Centers. Also see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

13. Instructional Materials and Curriculum: Diversity (Education Code 243)

A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

13.14. Local control and accountability plan (Education Code 52075)

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14.15. Migrant education (Education Code 54440-54445

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15.16. Physical education instructional minutes (Education Code 51210, 51222, 51223)

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16.17. Student fees (Education Code 49010-49013)

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17.18. Reasonable accommodations to a lactating student (Education Code 222)

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18.19. Regional occupational centers and programs (Education Code 52300-52334.7)

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19.20. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

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20.21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

-

21.22. State preschool programs (Education Code ~~8207-8225~~  
-8200-8488, 33315)

CSBA NOTE: Pursuant to Education Code 8212 and CDE's FPM instrument, the district is required to use the UCP, with modifications as necessary, to resolve complaints alleging deficiencies related to health and safety issues in license-exempt CSPPs. Pursuant to 5 CCR 4610, such complaints are required to be addressed through the procedures described in 5 CCR 4690-4694. See "Health and Safety Complaints in License- Exempt Preschool Programs" in the accompanying administrative regulations.

22.23. State preschool health and safety issues in license-exempt programs (Education Code 8212)

CSBA NOTE: Pursuant to Education Code 33315, as amended by AB 3074 (Ch. 665, Statutes of 2024), the district is required to use the UCP to resolve complaints related to school or athletic team names, mascots, or nicknames.

24. School or athletic team names, mascots, or nicknames pursuant to Education Code 221.3

CSBA NOTE: 5 CCR 4621 requires district policy to ensure that complainants are protected from retaliation as specified in Item #25 below.

23.25. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

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24.26. Any other state or federal educational program the SPI or designee deems appropriate

CSBA NOTE: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. Districts may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with ~~federal~~, state, and ~~local~~ federal laws and regulations.

CSBA NOTE: The following paragraph is required pursuant to 5 CCR 4621. Since appropriate disclosure will vary in each case depending on the facts and circumstances, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination ~~(such as discriminatory harassment, intimidation, or bullying)~~, the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

CSBA NOTE: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

#### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:-



1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency (5 CCR 4611)
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2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services (5 CCR 4611)

CSBA NOTE: The complaint procedures specified in the Title IX regulations (34 CFR 106.44-106.45, as added by 85 Fed.Reg. 30026) are required to be used to address any complaint of sexual harassment, as defined in 34 CFR 106.30, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. For complaints initiated between August 1, 2024 and January 9, 2025, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

3. Any complaint alleging that a student, while in an education program or activity, was subjected to ~~conduct known to the district that may reasonably constitute sex discrimination under Title IX, including sex-based harassment, as defined in 34 CFR 106.2~~

~~Discrimination on the basis of sex includes sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. sexual harassment, as defined in 34 CFR 106.30~~

Such a complaint shall be addressed through the federal Title IX complaint procedures ~~adopted pursuant to 34 CFR 106.44-106.45, as as~~ specified in Administrative Regulation 5145.71 - Title IX ~~Sex Discrimination and Sex-Based~~Sexual Harassment Complaint Procedures. ~~(34 CFR 106.2, 106.10, 106.11, 106.44)~~

CSBA NOTE: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district is required to establish an impartial and prompt process for addressing such complaints. Additionally, 5 CCR 4611 requires that employment discrimination complaints be referred to the Civil Rights Department. See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.

4. ~~Except for complaints alleging sex discrimination, including sex-based harassment, any~~Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department

~~Employment complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved as specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.~~

CSBA NOTE: 5 CCR 4610 limits the applicability of the UCP for complaints regarding special education and child nutrition, as provided in Items #5-7 below.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education (5 CCR 3200-3205)

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- 6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15580-15584)
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- 7. Any ~~allegation of~~ complaint alleging discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance (5 CCR 15582)

CSBA NOTE: Education Code 35186 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

- 8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures- (Education Code 35186)

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

Policy adopted: April 10, 2007

revised: August 10, 2010

revised: June 12, 2012

revised: February 12, 2013

revised: December 9, 2014

revised: October 13, 2015

revised: April 12, 2016

revised: October 11, 2016

revised: June 13, 2017

revised: April 10, 2018

revised: April 9, 2019

revised: July 14, 2020

revised: April 13, 2021

revised: March 08, 2022

revised: December 12, 2023

revised: November 12, 2024

revised: ??, 2025





**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Board Bylaw**

**Bylaw 9011: Disclosure Of Confidential/Privileged Information**

CSBA NOTE: This Bylaw addresses the disclosure of confidential information by a Governing Board member. See Board Policy 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information for disclosure of confidential information by an employee.

The Governing Board of Education recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. ~~Confidential/privileged information shall be released only to the extent authorized by law.~~

~~Disclosure of Closed Session Information~~

~~A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)~~

CSBA NOTE: Government Code 54963 specifies that a person may not disclose confidential information acquired during the person's presence in a closed session. In addition, the California Attorney General has opined in 80 Ops.Cal.Atty.Gen. 231 (1997) that an individual Board member may not publicly disclose information that has been received and discussed in closed session concerning pending litigation unless the information is authorized by law to be disclosed. Therefore, it is recommended that the Board consult CSBA's District and County Office of Education Legal Services or district legal counsel before disclosing any confidential information acquired during a closed session. For more information regarding the reporting of information discussed in closed session, see BB 9321.1 - Closed Session Actions and Reports.

~~A Board member shall not disclose confidential information to any person, except as authorized by law, this Bylaw or other Board bylaws or policies, or the Board.~~

CSBA NOTE: Pursuant to Government Code 54963, a Board member may not disclose confidential information that has been acquired by being present in a closed session unless the Board authorizes disclosure of that confidential information. Given that Board members often receive confidential information in anticipation of a closed session or as a follow-up to a closed session, the following definition of "confidential information" extends this prohibition accordingly.

~~Confidential information means a communication made~~Confidential information means any information that is prohibited from disclosure by law, this Bylaw or other Board bylaws or policies, or by the Board at the time disclosed and is not a public record subject to disclosure under the California Public Records Act (CPRA). Confidential information includes, but is not limited to, any of the following:

1. Information acquired by being present in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. ~~(Government Code 54963)~~

~~The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is: (Government Code 54963)~~

2. Making Information acquired in anticipation of a closed session, or as follow-up to a closed session, that is specifically related to the basis for the Board to meet lawfully in closed session
3. Information contained in communications provided to Board members from the district's attorney
4. Information deemed confidential by the Board

Confidential information does not include information that is already publicly disclosed, provided that the initial disclosure did not violate law, this Bylaw, or other Board bylaws or policies.

CSBA NOTE: Pursuant to Government Code 1098, it is a misdemeanor for any Board member to willfully and knowingly use or disclose for pecuniary gain, such as for monetary or financial gain, any confidential information acquired in the course of the Board member's official duties.

It is a misdemeanor for any Board member to willfully and knowingly use or disclose for pecuniary gain any information acquired in the course of the Board member's official duties where all of the following conditions are met: (Government Code 1098)

1. The information is not a public record subject to disclosure under the CPRA
2. The information is prohibited from disclosure by law, this Bylaw, or other Board bylaws or policies
3. The information will have, or could reasonably be expected to have, a material financial effect on the Board member if used or disclosed

CSBA NOTE: Government Code 54963 provides examples of remedies that may be pursued for improperly disclosing information acquired during closed session and prohibits the Board from taking any such adverse action against a Board member for disclosing such information in certain circumstances. Given that this Bylaw defines confidential information more broadly than just information obtained in closed session, the following paragraphs apply to the broader definition of confidential information as defined above and should be modified to reflect district practice.

If a Board member threatens to disclose or does disclose confidential information, the Board may pursue or enact one or more of the following actions as it deems appropriate: (Government Code 54963)

1. Injunctive relief to prevent disclosure
2. Referral to the grand jury
3. Censure or other disciplinary action, provided the Board member has received training or been informed of the requirements of this Bylaw

However, the Board shall not take any action against a Board member for disclosing confidential information, nor shall the disclosure be considered a violation of this Bylaw, when the Board member does any of the following: (Government Code 1098, 54963)

1. Makes a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session

2. ~~Expressing~~Expresses an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action

- ~~3. Disclosing~~Discloses information ~~that is not confidential~~

3. Other Disclosures

~~A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)~~

~~Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)~~ in accordance with law

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Bylaw adopted: April 10, 2007  
revised: ??, 2025

# CSBA POLICY GUIDE SHEET – August 12, 2025 *First Reading*

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 4030 - Nondiscrimination in Employment**

Policy updated to align those who are included as "employees" for purposes of the policy and accompanying administrative regulation with analogous language in related sample Board policies and administrative regulations. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in the course of employment. Policy also updated to reflect **NEW LAW (SB 1100, 2024)** which makes it an unlawful employment practice to include a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless specified conditions are satisfied. Additionally, policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and clarify that the Title IX regulations as they existed prior to August 1, 2024 are required to be used to address any complaint alleging sexual harassment, as defined, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. In addition, policy updated to include material related to sex discrimination, which had been moved to Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment when last revised based on the now vacated Title IX regulations, in order to keep material related to all forms of discrimination together.

## **Board Policy 4033 - Lactation Accommodation**

Policy updated to clarify that required lactation accommodations apply to expressing breast milk, rather than breastfeeding an infant child, and that these accommodations are required for at least a year after the birth of the child. Additionally, policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024, and delete references to Title IX because lactation accommodations, although required by state law and other federal law, are not required by the Title IX regulations as they existed prior to August 1, 2024.

## **Board Policy 4119.11/4219.11/4319.11 - Sexual Harassment**

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 4030 - Nondiscrimination in Employment to keep material related to discrimination, including sex discrimination, together. In addition, policy updated to add general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved from the accompanying administrative regulation. Policy also updated to align those who are included as "employees" for purposes of the policy and accompanying administrative regulation with analogous language in related sample Board policies and administrative regulations.

## **Board Policy 5125.1 - Release of Directory Information**

Policy updated to include that a student's directory information may only be included in the minutes of the Governing Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings. Additionally, policy updated to delete options regarding access to directory information to employers, colleges, and military recruiters and instead provide that colleges and prospective employers, including

military recruiters, have access to a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has specified that the information not be released.

#### **Board Policy 5145.3 - Nondiscrimination/Harassment**

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. In addition, policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities. Policy also updated to make permissive, when a student has been suspended or other means of correction have been implemented for an incident of racist bullying, harassment, or intimidation the (1) engagement of a victim and perpetrator in restorative justice practices, (2) engagement of the perpetrator in culturally sensitive programs, and (3) regular checks on the victim to ensure the victim is not in danger of suffering from any long-lasting mental health issues, as these measures are encouraged rather than required by state law.

#### **Board Policy 5145.6 - Parent/Guardian Notifications**

Policy updated in conjunction with the accompanying exhibit, with minor stylistic changes.

#### **Board Policy 5145.7 - Sexual Harassment**

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to delete material related to sex discrimination, which was added when last revised based on the now vacated Title IX regulations, and include in Board Policy and Administrative Regulation 5145.3 - Nondiscrimination/Harassment to keep material related to discrimination, including sex discrimination, together. In addition, policy updated to add general statement related to the prohibition of discrimination on the basis of sex and compliance with Title IX, which was moved from the accompanying administrative regulation.

#### **Board Policy 5146 - Married/Pregnant/Parenting Students**

Policy updated to reflect **NEW COURT DECISION (Tennessee v. Cardona)** which vacated nationwide the Title IX regulations which took effect August 1, 2024, and **NEW GUIDANCE** from the U.S. Department of Education's Office for Civil Rights (OCR) which clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Additionally, policy updated to identify rights and privileges of a student under 18 years of age who enters into a valid marriage. In addition, policy updated to clarify the period of time of parental leave, and that failure to notify the district of the student's intent to take parental leave does not abridge a student's rights in this regard.

#### **Board Policy 6142.91 - Reading/Language Arts Instruction**

Policy updated to add to the philosophical statement "listening, speaking, and composition" as effective communication skills. Additionally, policy updated to clarify that the Governing Board adopt instructional materials that meet or exceed the Common Core State Standards. In addition, policy updated to add new section "Screening for Risk of Reading Difficulties" that provides for required (1) Board adoption of screening instruments to assess students in grades kindergarten-2 for risk of reading difficulties and (2) annual assessment each student in grades kindergarten-2 for risk of reading difficulties, unless exempted. Policy also updated to add requirement for (1) the provision of specified information to parents/guardians of students eligible for screening for risk of reading difficulties, and (2) that employees administering screening instruments for risk of reading difficulties be appropriately trained to administer the instrument.

**Board Policy 6145.2 - Athletic Competition**

Policy updated to reflect **NEW LAW (AB 3074, 2024)** which (1) prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname, (2) beginning July 1, 2026, prohibits public schools, other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames without the written consent of a local federally recognized Indian tribe, (3) requires any district school using or in which any such derogatory term is being used, to complete the implementation of a new school or athletic team name, mascot, or nickname before the start of the 2028-2029 school year, and (4) provides if a school selects a new school or athletic team name due to this prohibition, then any purchases or replacements of materials or fixtures due required by the implementation of the new name be completed before the start of the 2028-2029 school year. Additionally, policy updated to require that the district post on its website the California Department of Education's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form. In addition, policy updated to state that student athletes, coaches, parents/guardians, spectators, and others are required to teach, enforce, advocate, and abide by the applicable Code of Conduct adopted by the California Interscholastic Federation (CIF). Policy also updated to require the written emergency action plan to include the location of emergency medical equipment, procedures to be followed in the event of concussion and heat illness, and a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed, pursuant to coaches training requirements as specified in law. Additionally, policy updated to include that that coaches and/or athletic trainers comply with any training required by law and in accordance with the accompanying administrative regulation and Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches.



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Personnel (All Staff)**

**Policy 4030: Nondiscrimination In Employment**

CSBA NOTE: The following Board policy and accompanying administrative regulation are mandated pursuant to 2 CCR 11023. In accordance with various provisions of state and federal law and regulation, and related court cases, discrimination by district and district employees against employees and job applicants is unlawful when it is based on certain actual or perceived characteristics of an individual. This includes, but is not limited to discrimination based on race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, marital, and family status.

Government Code 12920 and 12926, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases. Pursuant to Government Code 12940, these protections apply to employees, job applicants, persons who serve in an unpaid internship or other limited-duration program to gain unpaid work experience, volunteers, and independent contractors.

Additionally, protections are available under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), the Pregnant Workers Fairness Act (42 USC 2000gg-2000gg-6), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

For more information regarding sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment, and regarding Title IX sexual harassment complaint procedures, see AR/E(1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy and accompanying administrative regulation, employees include ~~job applicants~~, interns, volunteers, ~~and contractors~~, job applicants, and other persons who contracted with an employment relationship with the district ~~to provide services, as applicable.~~

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of one, or a combination of two or more, protected characteristics which include, but may not be limited to, the employee's actual or perceived race; ~~color~~ or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; ~~age~~ immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; religious creed; age; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or ~~lactation, including~~ related ~~medical~~ conditions ~~and~~ recovery; reproductive health decision-making; breastfeeding or related medical conditions; and parental, family, or marital status; physical or mental disability; medical



~~condition; genetic information; veteran or military status; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression, and family status;~~ or association with a person or group with one or more of these actual or perceived characteristics.

~~Employers are also prohibited from discrimination against employees or job applicants on the basis of reproductive health decision making, defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health. (Government Code 12926, 12940)~~

~~(Education Code 200, 210.1, 210.2, 212, 212.1, 220, 230, 260;~~

~~Government Code 11135, 12920, 12926, 12940; 20 USC 1681-1688, 29 USC 621, 42 USC 2000d-2000d-7, 2000e-2)~~

CSBA NOTE: 2 CCR 11028 prohibits inquiry into an employee's immigration status or discrimination on the basis of such status, unless the district provides clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that such inquiry is necessary to comply with federal immigration law. (2 CCR 11028)

CSBA NOTE: Pursuant to Government Code 12954, the district may not discriminate against an employee based on the person's use of cannabis, as described below. However, Government Code 12954 does not preempt state or federal laws requiring applicants to be tested for controlled substances as a condition of employment or to applicants in the building and construction trades or for positions requiring a federal background investigation.

It is recommended that districts with questions about employee cannabis use or screening consult CSBA's District and County Office of Education Legal Services or district legal counsel. Also see BP 4111 - Recruitment and Selection, AR 4112.5 - Criminal Record Check, BP/AR 4118 - Dismissal/Suspension/Disciplinary Action, and BP/AR 4218 - Dismissal/Suspension/Disciplinary Action.

~~Unless~~In addition, unless otherwise provided for in law, the district may not discriminate against an employee, ~~including an applicant for employment,~~ in any term or condition of employment, or otherwise penalize a person, including termination, based on the person's use of cannabis off the job and away from the workplace, or on a drug screening which finds that the person has nonpsychoactive cannabis metabolites in the ~~applicant's~~person's hair, blood, urine, or other bodily fluid. However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

CSBA NOTE: The following items illustrate unlawful discriminatory practices as specified in Government Code 12940.

Labor Code 1197.5 prohibits the payment of different wage rates to employees for similar work based on sex, race, or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation under the bona fide factor exception. Labor Code 1197.5 creates a rebuttable presumption in favor of the employee's claim if a district retaliates against an employee within 90 days of the specified protected activity.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment

CSBA NOTE: When disciplining an employee, the district must ensure that all the surrounding facts and circumstances are considered and analyzed within the parameters of any applicable constitutional or legal framework.

In Kennedy v. Bremerton School District, the U.S. Supreme Court held that the district could not discipline an employee for non-coercive religious conduct while the employee was acting as a private citizen. Also see BP 4118 - Dismissal/Suspension/Disciplinary Action, BP 4218 - Dismissal/Suspension/Disciplinary Action, and BP 4119.1/4219.1/4319.1 - Civil and Legal Rights.

In Groff v. DeJoy, the U.S. Supreme Court held that Title VII's protections against religious discrimination require an employer who denies an employee's religious accommodation to show that the burden of granting the accommodation would result in substantial increased costs in relation to the conduct of its particular business.

Since employee discipline, especially with respect to suspension and dismissal, involves complex legal considerations, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel, accordingly.

2. Taking adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is offensive and so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment

CSBA NOTE: Item #4 below lists some, but not all, specific practices prohibited under Government Code 12940 or 2 CCR 11006-11086 in relation to certain protected categories. For example, because "sex" as defined in Government Code 12926 includes pregnancy, childbirth, breastfeeding, or related medical conditions, any of these conditions may be the basis for an employee's sex discrimination claim. As the specific prohibitions are too numerous to list in policy, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when questions arise as to any specific claim.

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - ~~a. Sex discrimination as specified in Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 – Sex Discrimination and Sex Based Harassment~~
  - a. Sex discrimination based on one, or a combination of two or more protected characteristics, which include, but may not be limited to, an employee's pregnancy, childbirth, breastfeeding, or any related medical condition, or on an employee's gender, gender expression, gender identity, or sexual orientation
  - b. Religious creed discrimination based on an employee's religious belief ~~or~~ observance, and practice, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

- c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee
- e. Requiring an ~~applicant or~~ employee to disclose information relating to the employee's reproductive health decision-making

CSBA NOTE: Pursuant to Government Code 12940, as amended by SB 1100 (Ch. 877, Statutes of 2024), it is an unlawful employment practice for the district to include a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless both of the conditions specified below are satisfied.

- f. Including a statement in a job advertisement, posting, application, or other material that an applicant is required to have a driver's license, unless the district reasonably expects driving to be one of the job functions for the position and reasonably believes that satisfying the job function using an alternative form of transportation would not be comparable in travel time or cost to the district

CSBA NOTE: Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940 provides that an employee who requests accommodation for a physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics, as provided below.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

CSBA NOTE: Pursuant to Government Code 12964.5, the district is prohibited from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or similar document that would deny the employee the right to disclose information about unlawful acts in the workplace or requiring an employee to release the right to file a claim or civil action against the district.

Pursuant to Government Code 12964.5, the above prohibition applies not only to claims or complaints of sexual harassment or sexual assault, but to those involving harassment or discrimination based on any protected characteristic and to other unlawful employment practices under the Fair Employment and Housing Act.

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the

workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

~~Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sex discrimination under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.~~

CSBA NOTE: Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of prohibited conduct of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940 provides that a district may be responsible for harassment of employees by nonemployees when the district knows or should have known of the conduct and failed to take immediate and corrective action, taking into consideration the extent of the district's control and other legal responsibility that the district may have with respect to the conduct of those nonemployees. Also see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with nondiscrimination laws.

The following paragraph should be revised to reflect the district's timeline.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator within one workday. All other employees shall report such incidents to their supervisor or designated district coordinator within one workday.

CSBA NOTE: Government Code 12940 and 2 CCR 11023 require districts to take all reasonable steps to prevent prohibited discrimination and harassment, including, but not limited to, dissemination of the district's policy on the prevention of harassment, discrimination, and retaliation. Government Code 12950 and 2 CCR 11049 require districts to post, in prominent and accessible locations on district premises, posters developed by the California Civil Rights Department (CRD), formerly the Department of Fair Employment and Housing, which are available on CRD's website.

For further information on prevention strategies, including posting requirements, see the accompanying administrative regulation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

CSBA NOTE: 2 CCR 11023 requires a district's policy to include a complaint process for complaints concerning employment discrimination, harassment, or retaliation, with specified requirements; see the accompanying administrative regulation. However, the complaint procedures specified in the Title IX regulations (34 CFR 106.44- 106.45, as added by 85 Fed.Reg. 30026) are required to be used to address any complaint of sexual harassment, as defined in 34 CFR 106.30, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. For complaints initiated between August 1, 2024 and January 9, 2025, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

For more information regarding sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment, and for the Title IX grievance procedures, see AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

CSBA NOTE: Government Code 12946 makes it an unlawful employment practice for a district to fail to maintain certain records and files for employees and terminated employees, as provided in the following paragraph.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Civil Rights Department, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

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

Regulation approved: April 10, 2007

revised: June 12, 2012

revised: May 14, 2013

revised: February 9, 2016

minor revision: June 14, 2016

revised: January 17, 2017

revised: May 14, 2019

revised: June 21, 2022

revised: April 4, 2023

revised: November 12, 2024

revised: ??, 2025

**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Personnel** *(All Staff)*

**Policy 4033: Lactation Accommodation**

CSBA NOTE: Pursuant to Labor Code 1034, districts are mandated to develop policy regarding lactation accommodation with specified components, as provided below.

Both federal and state law require that employees be provided reasonable break time and an appropriate location to accommodate their desire to express breast milk for their infant children. The Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act (29 USC 218d) requires employers to provide reasonable break time for nursing employees to express breast milk for one year after the child's birth, and to ensure that employees have access to a lactation space, as specified. In addition, the Pregnant Workers Fairness Act (PWFA) (42 USC 2000gg- 2000gg-6) requires employers to provide reasonable accommodation to employees due to pregnancy, childbirth, or related medical conditions, including lactation.

State law (Labor Code 1030-1034) also applies to all district employees. Labor Code 1033 prohibits an employer from discharging, or in any manner discriminating or retaliating against, an employee for exercising or attempting to exercise any right related to lactation accommodation. Pursuant to Labor Code 1033, violation of Labor Code 1030- 1034 may result in a citation from the Labor Commissioner and/or a civil penalty.

The district should ensure consistency of this policy with provisions in the district's collective bargaining agreement, if any, related to break times or other employment issues.

Where provisions of the laws conflict, the statute providing greater protections for employees supersedes. It is recommended that the district consult CSBA's District and County Office of Education Legal Services or district legal counsel if questions arise about the application of conflicting laws to a particular employee.

The Governing Board recognizes the immediate and long-term health benefits of ~~breastfeeding~~breast milk and desires to provide a supportive environment for any district employee to express breast milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

CSBA NOTE: Labor Code 1034 requires the district's policy regarding lactation accommodation to include the process by which the employee is to make a lactation accommodation request and the district's obligation to respond to the request. The following paragraph should be modified to reflect the district's process.

For more information regarding workplace accommodations, see AR 4032 - Reasonable Accommodation and for temporary assignments, see BP 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment.

An employee shall notify the employee's supervisor or other appropriate district administrator in advance of the intent to request an accommodation. The supervisor or appropriate district administrator shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor or appropriate district administrator shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.



CSBA NOTE: Pursuant to Labor Code 1032, all districts are required to grant lactation accommodation except when granting the accommodation would "seriously disrupt" district operations. "Serious disruption" is not defined in the law.

Additionally, the PUMP Act (29 USC 218d) and Labor Code 1031 provide an exception for districts with fewer than 50 employees when lactation accommodation would result in "undue hardship" based on significant difficulty or expense in relation to the size, financial resources, nature, or structure of the district. In addition, the PWFA (42 USC 2000gg-1) applies to districts with 15 or more employees, but provides an exception for accommodations that would impose an "undue hardship." When a district is able to demonstrate undue hardship, Labor Code 1031 only requires that reasonable efforts be made to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express breast milk in private. For more information regarding lactation space requirements, see "Break Time and Location Requirements," below.

Regardless of the size of the district, the determination of serious disruption or undue hardship should be made on a case-by-case basis and only in limited, stringent circumstances. The burden of demonstrating why accommodation could not be made, even if on a temporary basis or for less time than requested, would likely fall to the district.

Lactation accommodations shall be granted unless ~~limited circumstances there~~ exist limited circumstances, as specified in law. (Labor Code 1031, 1032; 29 USC 218d, 42 USC 2000gg-1)

CSBA NOTE: Labor Code 1034 requires the district's policy to include a statement that the district provide a written response to an employee if the district is unable to comply with the break time or location requirements. It is recommended districts proceed with caution before denying a lactation accommodation, and consult CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute this policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

#### Break Time and Location Requirements

CSBA NOTE: Although the PUMP Act (29 USC 218d) limits the length of time that an employee is entitled to lactation accommodation to one year after the birth of the child, Labor Code 1030 and the PWFA (42 USC 2000gg- 1) do not set a specific limit on the infant child's age and therefore provides greater benefits to employees.

~~The~~For at least a year after the birth of a child, the district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030; 42 USC 2000gg-1; ~~34 CFR 106.57~~)

CSBA NOTE: Labor Code 1030 and the PUMP Act (29 USC 218d) do not require the district to compensate non-exempt employees for breaks taken for the purpose of expressing breast milk. However, an employee who uses break time already provided by the district as paid time must be compensated for that break time in the same manner as any other employee. Any additional time beyond the authorized paid break time could be uncompensated, provided the employee is completely relieved from duty during that time. If the district instead chooses to provide compensation for such additional break time, it should modify the following paragraph accordingly. The district also may provide flexible scheduling for those employees who choose to work extra time to make up for any uncompensated break time beyond the authorized break time.

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 218d)

CSBA NOTE: Labor Code 1031 requires the district to provide an employee with the use of a room or location, other than a bathroom, to express breast milk in private. This may include the place where the employee normally works if the location otherwise meets legal requirements, as specified below. Labor Code 1031 authorizes the district to designate a temporary location to express breast milk if the district is unable to provide a permanent location due to operational, financial, or space limitation, as long as the space is in close proximity to the employee's work area, shielded from view, free from intrusion while breast milk is being expressed, and is otherwise compliant with law.

Additionally, the PUMP Act (29 USC 218d) requires the district to ensure that an employee can access a lactation space, other than a bathroom, that is clean, shielded from view, and free from intrusion from others.

The employee shall be provided a lactation space which may be used by the employee for expressing breast milk ~~or breastfeeding~~ as needed. The lactation space shall be a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area; and shall meet the following requirements: (Labor Code 1031; 29 USC 218d; ~~34 CFR 106.57~~)

1. Is shielded from view and free from intrusion while the employee is expressing breast milk
- 
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
- 
3. Contains a place to sit and a surface to place a breast pump and personal items
- 
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
- 
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing breast milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

## Dispute Resolution

~~Complaints alleging sex discrimination under Title IX shall be investigated and resolved in accordance~~



~~with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation-4119.12/4219.12/4319.12—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.~~

CSBA NOTE: The following paragraph is required pursuant to Labor Code 1034.

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

CSBA NOTE: Additional remedies may be available for violation of the PUMP Act (29 USC 218d) under the Fair Labor Standards Act, the PWFA (42 USC 2000gg-2), and state law pursuant to Labor Code 1030-1034 and Government Code 12925-12954.

Additionally, an employee may file a complaint with the Wage and Hour Division of the U.S. Department of Labor for an alleged violation of the Providing Urgent Maternal Protections for Nursing Mothers Act and/or the Equal Employment Opportunity Commission for failure to provide reasonable accommodations pursuant to the Pregnant Workers Fairness Act. (29 USC 218c, 218d, 42 USC 2000gg-2).

~~In addition, an employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)~~

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: February 11, 2020  
revised: November 12, 2024  
revised: ??, 2025

**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Personnel (All Staff)****Policy 4119.11~4219.11~4319.11: Sexual Harassment**

~~The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.~~

CSBA NOTE: Education Code 231.5, 2 CCR 11023, and 34 CFR 106.8 mandate that districts have a written policy prohibiting sexual harassment against employees. As part of this mandate, the district is also required to adopt a written policy prohibiting sexual harassment against students; see BP/AR 5145.7 - Sexual Harassment and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Sexual harassment is prohibited pursuant to Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17) and/or Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82), as well as the California Fair Employment and Housing Act (Government Code 12900-12996).

Although the Title IX regulations were amended by 89 Fed.Reg. 33474, effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, the U.S. Department of Education's Office for Civil Rights (OCR) February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024.

Whether a complaint of sexual harassment is investigated and resolved through federal Title IX complaint procedures in accordance with AR/E(1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, or procedures as specified in AR 4030 - Nondiscrimination in Employment is dependent on whether the alleged conduct meets the more stringent federal definition of sexual harassment or the state definition. In order to meet the applicable timelines, in some instances it may be necessary to review a complaint under both procedures concurrently. See the accompanying administrative regulation, AR 4030 - Nondiscrimination in Employment, and AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

Pursuant to 2 CCR 11034, the district may be liable for sexual harassment committed by a supervisor, coworker, or a third party. Pursuant to Government Code 12940, employers may also be held liable for sexual harassment committed against their workers by clients, customers, or other third parties if they knew or should have known of the harassment and failed to take immediate and appropriate corrective action to stop the harassment. It is recommended that districts with questions about liability for sexual harassment consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to providing a safe work environment that is free of discrimination, harassment, and intimidation, including sexual harassment. The Board prohibits ~~sex discrimination, including sex-based~~sexual harassment, as defined in the accompanying administrative regulation, in district programs and activities by and against district employees. For purposes of this policy and accompanying administrative regulation, employees include interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute ~~sex discrimination, including sex-based~~sexual harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1; 34 CFR 106.71)

CSBA NOTE: Federal and state courts have provided guidance that may help employers avoid liability or mitigate damages in sexual harassment cases. In Department of Health Services v. Superior Court (McGinnis), the California Supreme Court outlined measures that may constitute mitigating factors in the assessment of damages, including establishing anti-harassment policies, communicating those policies to employees, consistently enforcing the policies, preserving the confidentiality of employees who report harassment, and preventing retaliation against reporting employees. The U.S. Supreme Court in Burlington Industries v. Ellerth held that, for certain claims under federal law, an employer may defend against sexual harassment claims by proving that (1) reasonable care was exercised to prevent and promptly correct any sexually harassing behavior, and (2) the employee (victim) failed to take advantage of the preventive and corrective opportunities provided by the employer. Additionally, in Faragher v. City of Boca Raton, one of the factors relied on by the U.S. Supreme Court in finding liability for harassment by a supervisor was the failure of the policy to provide an assurance to its employees that harassing supervisors may be bypassed in registering complaints.

Pursuant to Government Code 12950.1, districts are required to provide sexual harassment training to supervisory and nonsupervisory employees which includes training in regard to sex discrimination.

Additionally, 34 CFR 106.8 requires specified training related to sexual harassment for Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. See the accompanying administrative regulation for timelines and training requirements.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of ~~sex discrimination and sex-based~~sexual harassment, including but not limited to: (Education Code 231.5; Government Code 12950.1; 2 CCR 11023; 34 CFR 106.8, 106.45)

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's ~~sex discrimination and sex-based~~sexual harassment policy to employees and others to whom the policy may apply

CSBA NOTE: Pursuant to 34 CFR 106.8, districts are required to provide specified notifications to students, parents/guardians, employees, bargaining units, and applicants for admission and employment related to the prohibition of discrimination on the basis of sex, which includes sexual harassment. For more information about the content and publication requirements for such notices, see E(1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

3. ~~Publicizing, in accordance with 34 CFR 106.8 and~~Publicize as specified in ~~Administrative Regulation 4030—Nondiscrimination in Employment, a Title IX notice of nondiscrimination~~Exhibit (1) 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, the required notifications related to Title IX to employees, applicants for employment, and bargaining units
4. Ensuring prompt, thorough, fair, and equitable investigation of complaints through the appropriate state and/or federal procedures
5. Taking timely and appropriate corrective/remedial action(s), ~~which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments)~~

The Superintendent or designee may periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to harassment policy(ies), complaint procedures, or training, as appropriate and in accordance with law.

## Reports and Complaints

CSBA NOTE: 34 CFR 106.8 requires the district to designate at least one employee to serve as the Title IX Coordinator and to coordinate the district's responsibilities under Title IX. See the accompanying administrative regulation.

Pursuant to 34 CFR 106.44, the district is required to respond promptly when there is actual knowledge of sexual harassment and in a manner that is not unreasonable in light of the known circumstances. 34 CFR 106.30 defines "actual knowledge" as notice of sexual harassment or allegations of sexual harassment being submitted to the district's Title IX Coordinator, any official of the district who has authority to institute corrective measures, or any employee of an elementary or secondary school. For this reason, it is recommended that the district train all employees regarding the reporting process.

The district should modify the timeline in this section to reflect district practice.

Any district employee who has experienced ~~sex discrimination or sex-based~~sexual harassment in the district's education program or activity may file a complaint with the district's Title IX Coordinator. (34 CFR 106.~~2, 106.44~~8)

Any employee with knowledge of conduct that reasonably may constitute ~~sex discrimination or sex-based~~sexual harassment by or against another district employee, a student, or a third party in a district education program or activity shall notify the Title IX Coordinator within one workday. ~~An employee may be subject to discipline for failure to timely report such conduct.~~ (34 CFR 106.44)

Once notified, the Title IX Coordinator shall ensure that the complaint ~~or allegation~~alleging sexual harassment is addressed through Administrative Regulation 4119.12/4219.12/4319.12 - Title IX ~~Sex Discrimination and Sex-Based~~Sexual Harassment Complaint Procedures or Administrative Regulation 4030 - Nondiscrimination in Employment, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures, concurrently meets the requirements of Administrative Regulation 4030 - Nondiscrimination in Employment.

CSBA NOTE: Pursuant to 34 CFR 106.44, when the Title IX Coordinator is notified of conduct that reasonably may constitute sexual harassment, the Title IX Coordinator is required to offer and coordinate supportive measures to the complainant. Thus, districts should not wait to respond until a formal complaint is made. Supportive measures are also required to be offered to the respondent as deemed appropriate under the circumstances.

~~The~~Before or after the filing of a formal complaint or where no formal complaint has been filed, the Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and, ~~if the district has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to be provided to the respondent as deemed~~ appropriate under the circumstances. (34 CFR 106.30, 106.44)

CSBA NOTE: In addition to district discipline imposed on employees who engage in sexual harassment, Government Code 12940 provides that such employees may be held personally liable in a court of law for any damage to the victim(s).

Upon investigation of a ~~sex discrimination or sex-based~~sexual harassment complaint, any district employee found to have engaged or participated in ~~sex discrimination or sex-based~~sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit ~~sex discrimination or sex-based~~sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy approved: April 10, 2007  
revised: November 10, 2015  
revised: January 10, 2017  
revised: June 12, 2018  
revised: October 13, 2020  
revised: April 13, 2021  
revised: November 12, 2024  
revised: ??, 2025

**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Students****Policy 5125.1: Release Of Directory Information**

CSBA NOTE: The following mandated policy and accompanying administrative regulation reflect the requirements of Education Code 49073 and the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), which require districts to adopt a policy identifying those categories of student records considered to be "directory information" and that may generally be released, unless a student's parent/guardian notifies the district of a refusal.

The ~~Governing Board of Education~~ recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with law, Board policy and administrative regulation.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on ~~his/her~~ determination of the best interests of district students. (Education Code 49073)

CSBA NOTE: Pursuant to Education Code 49073.2, the district is prohibited from including in the Governing Board's meeting minutes a student's directory information, when the student or parent/guardian requests that such information be excluded. For further information about the Board's minutes, see BB 9324 - Minutes and Recordings.

A student's directory information shall only be included in the minutes of the Board's meeting in accordance with Board Bylaw 9324 - Minutes and Recordings.

CSBA NOTE: The options below are for use only by districts maintaining grades 9-12.

10 USC 503 and 20 USC 7908 require districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide the names, addresses, email addresses, and telephone numbers of secondary school students to military recruiters upon request, except when the parent/guardian, or student, if 18 years of age or older, requests that the information not be released. Districts that do not grant military recruiters access to such student directory information may lose those funds, and may be subject to the interventions specified in 10 USC 503. Additionally, Education Code 49073.5 declares the intent of the Legislature that a district, including a district that does not receive ESEA funds, not purposefully exclude military recruiters from access to student directory information when adopting the required release of student directory information policy. See "Notification to Parents/Guardians" and "Parent/Guardian Consent" in the accompanying administrative regulation.

Colleges and prospective employers, including military recruiters, shall have access to ~~directory information. Military recruiters shall have access to~~ a student's name, address, email address, and telephone number, unless the student's parent/guardian, or the student, if the student is 18 years of age or older, has specified that the information not be released ~~in accordance with law and administrative regulation. (. (10 USC 503, 20 USC 7908; 10 USC 503; Education Code 49603)~~

CSBA NOTE: It is recommended that districts carefully consider whether to place items containing student directory information, such as home addresses, email addresses, or telephone numbers, on the district's website since release of such information may put students and the district at risk and may also be a violation of Education Code 49073 as specified below.

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with law, Board policy, and administrative regulation. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled, provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: ??, 2025



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Students****Policy 5145.3: Nondiscrimination/Harassment**

CSBA NOTE: The following mandated policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual.

The California Department of Education, through its Federal Program Monitoring process, reviews districts' uniform complaint procedures (UCP) and other anti-discrimination policies and processes to ensure compliance with mandated policy requirements. Additionally, the U.S. Department of Education's Office for Civil Rights (OCR) is responsible for the administrative enforcement of federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities that receive federal financial assistance from the department, and requires the adoption of nondiscrimination policies and complaint procedures. In accordance with various provisions of state and federal law and regulation, and related court cases, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. This includes, but is not limited to, discrimination based on race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status. For more information regarding the requirement for district programs and activities to be free from discrimination, see BP 0410 - Nondiscrimination in District Programs and Activities, and regarding the protection of students against sexual harassment, see BP/AR 5145.7 - Sexual Harassment. Education Code 200 and 210.2, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected bases.

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex in district programs and activities. Although the Title IX regulations were amended by 89 Fed.Reg. 33474, effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, OCR's February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024. For information regarding the prohibition of discrimination as it applies to textbooks, instructional materials, supplemental instructional materials, or other curriculum for classroom instruction, or any book or resource in a school library, see BP 0410 - Nondiscrimination in District Programs and Activities, BP/AR/E(1) 6161.1 - Selection and Evaluation of Instructional materials, BP 6161.11 - Supplementary Instructional Materials, and BP 6163.1 - Library Media Centers. Also see CSBA's publication, "Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities," and corresponding Fact Sheet and Reference, and the California Attorney General's, "Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books."

**The Governing**

~~This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.~~



The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to - district activity or attendance, to acts which occur off campus or outside of district-related or district-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district.

The Board prohibits, at any district school or ~~school~~ activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, ~~of any student by anyone, against an individual or group based on the student's actual or perceived one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race; color or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; or genetic information; or, a perception of one or more of such characteristics; or~~ association with a person or group with one or more of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

CSBA NOTE: Title VI (42 USC 2000d-2000d-7) prohibits discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance, including school districts.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

CSBA NOTE: In addition to the types of prohibited student conduct described above, unlawful discrimination includes different treatment of students with respect to the provision of opportunities to participate in district programs or activities or the provision or receipt of educational benefits or services. See BP 0410 - Nondiscrimination in District Programs and Activities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in ~~school~~district programs or activities or the provision or receipt of educational benefits or services.

CSBA NOTE: The following paragraph addresses unlawful discrimination which may occur when disciplining students.

For more information regarding student discipline, see BP/AR 5144 - Discipline, BP/AR 5144.1 - Suspension and Expulsion/Due Process, and AR 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

CSBA NOTE: Pursuant to Education Code 234.1 and 34 CFR 106.8, a district is required to publicize its nondiscrimination policies. Additionally, Education Code 234.1, as amended by SB 153 (Ch. 38, Statutes of 2024), and 234.6 require the district to make readily accessible on its website its nondiscrimination, harassment, intimidation, bullying, sexual harassment, suicide prevention, and other specified policies and information related to specified state and federal laws and resources. In addition, 34 CFR 104.8 requires districts to take "continuing steps" to notify students and parents/guardians, that it does not discriminate on the basis of disability in its education programs or activities.

Beginning with the 2025-26 school year, Education Code 234.6, as amended by SB 939 (Ch. 907, Statutes of 2024), requires districts to ensure that resources related to neurodiversity developed by the University of California and California State University Collaborative for Neurodiversity and Learning are readily accessible in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students.

For further information regarding specific posting requirements, see "Measures to Prevent Discrimination" in the accompanying administrative regulation.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase ~~the school community's~~ understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

CSBA NOTE: Policies related to discrimination must be consistent with the First Amendment right to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination related to a district activity, attendance, or district-related or district-sponsored activity, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

CSBA NOTE: The following paragraph may be revised to reflect district practice. Pursuant to Education Code 48900.5, the district is encouraged to have a student who has been suspended, or for whom other means of correction have been implemented pursuant to Education Code 48900.5 for an incident of racist bullying, harassment, or intimidation, as well as the victim, to engage in a restorative justice practice suitable to address the needs of both the victim and the perpetrator, in addition to the other measures specified in the following paragraph; see BP/AR 5131.2 - Bullying.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee ~~shall~~may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee ~~shall~~may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and ~~shall~~ regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

CSBA NOTE: Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying that is consistent with the district's UCP specified in BP/AR 1312.3 - Uniform Complaint Procedures. However, the complaint procedures specified in the Title IX regulations (34 CFR 106.44- 106.45, as added by 85 Fed.Reg. 30026) are required to be used to address any complaint of sexual harassment, as defined in 34 CFR 106.30, based on conduct that occurred between August 14, 2020 and July 31, 2024, and after January 9, 2025. For complaints initiated between August 1, 2024 and January 9, 2025, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel.

For more information regarding sexual harassment against students in the school setting, see BP/AR 5145.7 - Sexual Harassment, and for the Title IX grievance procedures, see AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

~~Allegations of unlawful discrimination in district programs and activities shall be brought, investigated.~~ Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures,

when required by law. However, complaints alleging ~~sex discrimination, including sex-based~~sexual harassment, under Title IX shall be investigated and resolved in accordance with the procedures specified in ~~34 CFR 106.44 and 106.45 and~~ Administrative Regulation 5145.71 - Title IX ~~Sex Discrimination and Sex-Based~~Sexual Harassment Complaint Procedures.

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

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

Policy adopted: April 10, 2007

revised: September 11, 2012

revised: June 19, 2013

revised: March 11, 2014

revised: December 9, 2014

revised: October 11, 2016

revised: September 11, 2018

revised: August 11, 2020

revised: December 12, 2023

revised: November 12, 2024

revised: ??, 2025



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Students****Policy 5145.6: Parent/Guardian Notifications**

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

The Governing Board desires to promote effective communication from the district and/or school to families to keep families informed regarding educational programs, school operations, and the legal rights of students and parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. ~~Parents are~~The parent/guardian's signature is not required ~~to sign the notice, but schools still need to confirm that parents received it. If a parent does sign the form, it only shows that they have received. Any signature is an acknowledgment of receipt of the information. It but~~ does not ~~mean indicate~~ that they are agreeing consent to or refusing to let their child participate in any specific particular program has been given or withheld. (Education Code 48982)

~~There are certain activities where parents must actively give or withhold permission for their child to participate. These activities include:~~

- ~~1. Sexual health and HIV/AIDS prevention education (passive consent): Parents are notified and given the option to opt their child out of these lessons.~~
- ~~1. Animal dissections (passive consent): If students are required to dissect animals, parents can choose to excuse their child from this activity.~~
- ~~2. Physical exams (passive consent): Schools may perform routine physical exams, but parents can decline these for their child.~~
- ~~3. Surveys or questionnaires (active consent for 5<sup>th</sup> grade, passive consent for 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade): Parents must give permission for their child to participate in certain surveys about personal beliefs or family matters.~~
- ~~4. Photos and media release (active consent): Schools usually require parents to approve the use of a student's photo or name in public communications.~~

~~These decisions help ensure that parents are actively involved in their child's education and can choose what is appropriate for their child.~~

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

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

CSBA NOTE: The following paragraph applies to notices required for certain federal programs, including, but not necessarily limited to, Title I notices pursuant to 20 USC 6311 and 6312, notices regarding the rights of parents/guardians of students with disabilities pursuant to 34 CFR 300.503 and 300.504, and notices of the educational rights of students experiencing homelessness pursuant to 42 USC 11432. The following paragraph may be revised to reflect district practice.

Notifications shall be presented in an understandable and uniform format.

CSBA NOTE: Pursuant to state and federal antidiscrimination laws, including the Americans with Disabilities Act (42 USC 12101; 28 CFR 35) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794), auxiliary aides and services must be provided to qualified individuals with disabilities to enable those individuals to effectively communicate and participate in public programs, services, or activities. For example, for the Medi-Cal Program, the Department of Health Care Services (DHCS), the state agency that administers the program, has issued Policy and Procedure Letters No. 21-017R and No. 23-004, which require districts to develop a plan to meet these alternative format requirements. For more information on the Medi-Cal Program, see AR 5141.6 - School Health Services.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

CSBA NOTE: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in either language.

Education Code 48985 requires the California Department of Education (CDE) to notify districts, by August 1 of each year, of the schools and the languages for which the translation of notices is required based on census data submitted to the CDE in the preceding fiscal year.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: February 12, 2013  
revised: April 10, 2018  
revised: November 10, 2020  
revised: August 08, 2023  
revised: September 10, 2024  
revised: ??, 2025



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Students****Policy 5145.7: Sexual Harassment**

CSBA NOTE: Education Code 231.5 and 34 CFR 106.8 mandate the district to have written policies on sexual harassment. The following policy addresses sexual harassment against students in the school setting. As part of this mandate, the district should also adopt a sexual harassment policy related to employees; see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment and AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures.

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex in district programs and activities. Although the Title IX regulations were amended by 89 Fed.Reg. 33474, effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, the U.S. Department of Education's Office for Civil Rights (OCR) February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024.

Both federal law (Title IX) and state law (Education Code 220, 231.5) prohibit sexual harassment and require districts to establish procedures for the prompt and equitable resolution of sexual harassment complaints. Whether a complaint is investigated and resolved through the federal Title IX complaint procedures in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, or the uniform complaint procedures in accordance with BP/AR 1312.3 - Uniform Complaint Procedures, is dependent on whether the alleged conduct meets the more stringent federal definition or the state definition of sexual harassment. In order to meet the applicable timelines, in some instances it may be necessary to review a complaint under both procedures concurrently. See the accompanying administrative regulation, BP/AR 1312.3 - Uniform Complaint Procedures, and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

A district can be held liable for civil damages for the sexual harassment of students pursuant to Title IX if the district is found to have been "deliberately indifferent" in its response to known sexual harassment. Pursuant to 34 CFR 106.44, a district is "deliberately indifferent" if its response to Title IX sexual harassment is clearly unreasonable in light of the known circumstances.

In addition to filing a private civil lawsuit, an alleged victim of sexual harassment may file a complaint with OCR.

Education Code 200 and 210.2, as amended by SB 1137 (Ch. 779, Statutes of 2024), provide that prohibited discrimination or harassment includes discrimination or harassment not just because of one protected class under state law, but also because of the combination of two or more protected bases.

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at ~~school~~district or at ~~school~~district-sponsored or ~~school~~district-related activities, ~~sex discrimination and sex-based sexual harassment, as defined in the accompanying administrative regulation, targeted at any student, based on~~



~~the student's actual or perceived sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and, parental, marital, and family status.~~

CSBA NOTE: Districts are required to prohibit retaliation when a right or privilege secured by state or federal law is interfered with. Education Code 221.8 prohibits retaliation when a person files a discrimination complaint.

Additionally, Title IX prohibits retaliation when a person reports possible sex discrimination including sexual harassment, made a sex discrimination or sexual harassment complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Pursuant to 34 CFR 106.71, complaints alleging retaliation may be filed in accordance with grievance procedures used for other forms of sexual harassment as specified in 34 CFR 106.44 and 106.45; see AR/E(1) 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Additionally, the Board prohibits retaliatory behavior or action against any person who ~~complaints or reports, files a complaint,~~ testifies about ~~conduct that reasonably may constitute sex discrimination, including sex-based harassment, reports such conduct, assists with, or otherwise supports a complainant in alleging sexual harassment,~~ or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

CSBA NOTE: The following two paragraphs relate to reporting by students and employees of sexual harassment. It is important to note that reporting to law enforcement and/or child protective services does not relieve a school district with actual knowledge of sexual harassment of its responsibility to investigate a complaint of sexual harassment.

The district strongly encourages students who feel that they are being or have experienced ~~sex-discrimination, including sex-based sexual~~ harassment, on ~~school district~~ grounds or at a ~~school district-~~sponsored or ~~school district-~~related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

CSBA NOTE: 34 CFR 106.44 requires the district, when there is actual knowledge of sexual harassment in an education program of activity, to respond promptly in a manner that is not unreasonable in light of known circumstances. 34 CFR 106.30 defines "actual knowledge" as notice of sexual harassment or allegations of sexual harassment being submitted to the district's Title IX Coordinator, any official of the district who has authority to institute corrective measures, or any employee of an elementary or secondary school.

The following paragraph should be revised to reflect the district's timeline.

Any employee who receives a report or observes an incident of ~~sex-discrimination, including sex-based sexual~~ harassment, by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint ~~or allegation alleging sexual harassment~~ is addressed through Administrative Regulation 5145.71 - Title IX ~~Sex Discrimination and Sex-Based Sexual~~ Harassment Complaint Procedures, or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative

### Regulation 1312.3 - Uniform Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to ~~be provided to the complainant and, if the district has begun grievance procedures or offered an informal resolution process to the~~ respondent, ~~offer and coordinate supportive measures to be provided to the respondent~~ as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

CSBA NOTE: Government Code 12950.1 requires that districts provide once every two years at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of such training to all nonsupervisory employees. 34 CFR 106.45 requires that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment specified in 34 CFR 106.30, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. 34 CFR 106.45 requires additional training for investigators and decisionmakers.

The Superintendent or designee shall ensure that all district staff are trained regarding ~~the district's sex discrimination and sex-based harassment~~this policy, and that ~~all~~ employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - ~~Sex Discrimination and Sex-Based~~Sexual Harassment. ~~((Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.845))~~

### Instruction/Information

CSBA NOTE: Pursuant to Education Code 231.7, the California Department of Education is required to make available on its website (1) resources on abuse, including sexual, emotional, and physical abuse, and teen dating violence prevention for professional learning purposes, (2) information about local and national hotlines and services for youth experiencing teen dating violence, and (3) other relevant materials for parents/guardians, and other caretakers of students.

The Superintendent or designee shall ensure that all district students receive age-appropriate information on ~~sex discrimination and sex-based~~sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute ~~sex discrimination and sex-based~~sexual harassment, including the fact that ~~sex discrimination and sex-based~~sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure ~~sex discrimination or sex-based~~sexual harassment under any circumstance
3. Encouragement to report observed incidents of ~~sex discrimination and sex-based~~sexual harassment even when the alleged victim of the ~~discrimination or~~ harassment has not complained

CSBA NOTE: Where sexual harassment or violence occurs in the context of other possible rule violations, students may be reluctant to report such conduct. For example, a student who experiences sexual harassment while away from school without permission may be reluctant to file a complaint if the student believes discipline will be imposed for the violation. As such, Item #4 below clarifies that any other rule violation will be addressed separately from the sexual harassment complaint in order to encourage students to report the harassment.

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a ~~sex discrimination or sex-based~~sexual harassment incident will be addressed separately and will not affect the manner in which the ~~sex discrimination or sex-based~~sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every ~~sex discrimination and sex-based~~sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the ~~discrimination or~~ harassment, shall be investigated and action shall be taken to respond to the harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of ~~sex discrimination and/or sex-based~~sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a ~~sex discrimination or sex-based~~sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of ~~sex discrimination or sex-based~~sexual harassment and/or other students during an investigation

#### Disciplinary Actions

CSBA NOTE: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. For more information regarding suspension and expulsion, see AR 5144.1 - Suspension and Expulsion/Due Process and AR 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities).

Pursuant to 34 CFR 106.44 and 106.45, when there is a complaint alleging Title IX sexual harassment, the district is prohibited from imposing any disciplinary sanctions against a respondent for the allegedly discriminatory behavior until the grievance procedures are completed.

Upon completion of an investigation of ~~sex discrimination and/or sex-based~~sexual harassment, any student found to have engaged in ~~sex discrimination, and/or sex-based~~sexual harassment or sexual violence, in violation of this policy, shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon completion of an investigation of ~~sex discrimination and/or sex-based~~sexual harassment, any employee found to have engaged in ~~sex discrimination against, and/or sex-based~~sexual harassment or

sexual violence toward any student, shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

#### Record-Keeping

CSBA NOTE: Pursuant to 34 CFR 106.45, the district is required to keep for at least seven years (1) each sexual harassment investigation, (2) any disciplinary sanctions imposed on a respondent, (3) any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity, (4), any appeal and result of the appeal, (5) any informal resolution and result of the informal resolution, and (6) all materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process.

The Superintendent or designee shall maintain records in accordance with law, including in accordance with ~~34 CFR 106.8 as specified in~~ Administrative Regulation 5145.71 - Title IX ~~Sex Discrimination and Sex-Based~~ Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of ~~sex-based~~ sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

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

Policy adopted: April 10, 2007

revised: September 11, 2012

revised: June 19, 2013

revised: March 11, 2014

revised: December 9, 2014

revised: October 11, 2016

revised: November 10, 2020

revised: November 12, 2024

revised: ??, 2025



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Students**

**Policy 5146: Married/Pregnant/Parenting Students**

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

Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex in district programs and activities. Although the Title IX regulations were amended by 89 Fed.Reg. 33474 effective August 1, 2024, these amendments were vacated nationwide by the United States District Court in Tennessee v. Cardona on January 9, 2025. Following this decision, the U.S. Department of Education's Office for Civil Rights (OCR) February 4, 2025 Dear Colleague Letter clarified that OCR will enforce Title IX based on the regulations as they existed prior to August 1, 2024. Therefore, references in this Board policy to Title IX and its implementing regulations are to the Title IX regulations as they existed prior to August 1, 2024.

Pursuant to Education Code 48410, students may be exempted from compulsory attendance in continuing education classes if they must render personal services to a dependent. See AR 5112.1 - Exemptions from Attendance.

The Governing Board recognizes that responsibilities pertaining to marriage, pregnancy, or parenting, including related obligations, ~~medical~~ conditions, or recovery, may disrupt a student's education and increase the chance of a student dropping out of school. The Board desires to minimize interruption to such students' educational progress by supporting married, pregnant, and parenting students in their continued education, assisting them to attain strong academic and parenting skills, and promoting the healthy development of their child(ren).

CSBA NOTE: Pursuant to Education Code 221.51, districts are prohibited from applying any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex, or from excluding or denying any student from any educational program or activity, including extracurricular activity, solely on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from such conditions.

Additionally, 34 CFR 106.40 prohibits districts from applying any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex, which includes the prohibition to discriminate on the basis of a student's pregnancy, childbirth, false pregnancy, or termination of pregnancy or recovery therefrom. For more information regarding the prohibition of discrimination against students in educational programs and activities, see BP/AR 5145.3 - Nondiscrimination/Harassment.

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's ~~current, actual or~~ potential, ~~or past~~ pregnancy, childbirth, false pregnancy, termination of pregnancy, ~~lactation~~, or related ~~medical~~ conditions or recovery. In addition, the district shall not adopt any rule concerning a student's actual, ~~or~~ potential, ~~or past~~ parental, family, or marital status that ~~discriminates against and/or~~ treats a student differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

CSBA NOTE: Education Code 222.5 requires the following annual notifications.

~~The~~In accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications, the Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

~~Any employee who is informed by a student, or a person who has a legal right to act on behalf of a student, of a student's pregnancy or related conditions shall provide that person with the Title IX Coordinator's contact information and inform the person that the Title IX Coordinator can coordinate specific acts to prevent sex discrimination, including sex-based harassment, and ensure the student's equal access to the district's education program or activity. (34 CFR 106.8)~~

~~When notified of a student's pregnancy or related conditions, the Title IX Coordinator shall provide the student, and if applicable the person who has a legal right to act on behalf of the student and who notified the Title IX Coordinator of the student's pregnancy or related conditions, with the district's notice of nondiscrimination, as specified in Administrative Regulation 5145.3—Nondiscrimination/Harassment and Exhibit (1) 5145.71—Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. The Title IX Coordinator shall also coordinate actions specified in 34 CFR 106.40 to prevent discrimination against, and ensure equal access to, the student, including the following: (34 CFR 106.44)~~

- ~~1. Notifying the student that the district is required to not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions  
However, a student's voluntary participation in a separate portion of the district's education program or activity does not constitute prohibited discrimination if the district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.~~
- ~~2. To the extent consistent with 34 CFR 106.40(b)(3), ensuring that pregnancy or related conditions are treated in the same manner and under the same policies as any other temporary medical condition with respect to any medical or hospital benefit, service, plan, or policy the district administers, operates, offers, or participates in with respect to students admitted to the district's education program or activity~~
- ~~3. Informing the student that the district may not require the student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person verifying that the student is physically able to participate in the district's class, program, or extracurricular activity unless the certified level of physical ability of health is necessary for participation in the class, program, or extracurricular activity; the district requires such certification of all participating students; and, the information obtained is not used as a basis for Title IX discrimination~~

For ~~school~~district-related purposes, a student under ~~the age of~~ 18 years of age who enters into a valid marriage is an emancipated minor who shall have all the rights and privileges of students who are 18 years of age or older, even if the marriage has been dissolved. (Family Code 7002)

Such rights include, but are not limited to, those related to the verification of student absences as specified in Administrative Regulation 5113 - Absences and Excuses, application for a work permit as specified in Administrative Regulation 5113.2 - Work Permits, and access to student records as specified in Administrative Regulation 5125 - Student Records.



## Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

CSBA NOTE: Both federal law (34 CFR 106.40) and state law (Education Code 221.51; 5 CCR 4950) prohibit districts from requiring a student to take a course or participate in a separate program or school for pregnant and parenting students. When students voluntarily participate in such alternative programs, federal law requires that the alternative program be "comparable" to the regular education program, and state law requires that the program be "equal" to the regular education program. The following paragraph reflects the state standard which is more stringent and thus would prevail.

Any alternative education program, activity, or course that is offered separately to students who are pregnant or parenting ~~students~~, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

CSBA NOTE: Education Code 221.51 authorizes districts to require certification by a physician or nurse practitioner that a student is physically and emotionally able to participate in the regular education program or activity. Additionally, 34 CFR 106.40 authorizes districts to require such certification of a physician, so long as the certification is required of all students for other physical or emotional conditions requiring the attention of a physician. In addition, Education Code 221.51 and 34 CFR 106.40 require that pregnancy, childbirth, false pregnancy, termination of pregnancy, or related conditions or recovery be treated in the same manner as any other temporary disabling condition. Thus, the district may not require a student who is pregnant or has related conditions to provide a physician's note to participate in physical education classes unless required of all students with temporary medical conditions, but a pregnant student who cannot accomplish the requirements of the regular physical education curriculum may be offered an alternative physical education curriculum. Education Code 48206.3 defines a "temporary disability" as a physical, mental, or emotional disability after which the student can reasonably be expected to return to regular day classes or an alternative education program; see AR 6183 - Home and Hospital Instruction.

~~The~~If required for students with any other temporary disabling condition, the Superintendent or designee ~~shall not~~may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, ~~lactation~~, or related ~~medical~~ conditions or recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the ~~district's education program or activity, including an extracurricular activity, unless the certified level of physical ability is necessary for participation and such certification is required of all students.~~education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

CSBA NOTE: Items #1-7 below are optional and may be revised to reflect district practice.

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

CSBA NOTE: The district may choose to offer child care and development services as an incentive to encourage attendance of parenting students, as provided in Item #1 below. For more information about child care and development services, see BP/AR 5148 - Child Care and Development.



1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during ~~school~~district-sponsored activities
2. Parenting education and life skills instruction

CSBA NOTE: The federal Women, Infants, and Children grant program (42 USC 1786; 7 CFR 246.1-246.28) provides funding that may be used for special school nutrition supplements for low-income pregnant and lactating students as provided in Item #3 below; see the U.S. Department of Agriculture's website. Education Code 49553 specifies nutritional standards for these special school nutrition supplements.

3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28
4. Health care services, including prenatal care

CSBA NOTE: Health and Safety Code 104460 requires districts receiving Tobacco-Use Prevention Education funds to provide access to tobacco-use prevention and intervention services to pregnant and parenting students; see AR 5131.62 - Tobacco.

5. Tobacco, alcohol, and/or drug prevention and intervention services
6. Academic and personal counseling
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

#### Absences

~~Pregnant~~Students who are pregnant or parenting ~~students~~ may be excused for absences for medical appointments and other purposes specified in BP/AR Board Policy/Administrative Regulation 5113 - Absences and Excuses.

CSBA NOTE: Education Code 48205 authorizes an excused absence without a note from a physician for a parenting student to care for a sick child. For more information regarding excused absences, see AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

#### Parental Leave

CSBA NOTE: The following paragraph is in regard to the length of time of parental leave. Districts that have an applicable leave policy should revise the following paragraph accordingly.

A student who is pregnant or parenting, ~~or has a related condition,~~ shall be entitled to parental leave ~~in order to protect the health of the student and/or the infant, and to allow the student to care for and bond with the infant as permitted by law.~~ The period of the leave shall be the greater of eight weeks, or the length of time deemed medically necessary by the student's healthcare provider, ~~or, if the district has a leave policy for which the student qualifies, the amount of time provided for in such policy.~~

Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. (Education Code 46015; 34 CFR 106.40)

The student, if ~~age~~-18 years of age or older, or the student's ~~parent/guardian~~educational rights holder shall notify the ~~school~~district of the student's intent to take parental leave, although failure to do so does not abridge any of the rights provided to the student under this policy. (Education Code 46015)

No student shall be required to take all or part of the parental leave. (Education Code 46015; ~~34 CFR-106.40~~)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A student who is pregnant or parenting, or has related conditions, shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a student who is pregnant or parenting, or has related conditions, may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. (Education Code 46015; ~~34 CFR-106.40~~)

Upon return to school, a student who is pregnant or parenting ~~student~~ shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

#### Accommodations

CSBA NOTE: When necessary to ensure a pregnant student's access to the educational program, the district is required to make adjustments to the regular program that are reasonable and responsive to the student's pregnancy status. Examples include providing a larger desk, allowing frequent trips to the restroom, or permitting temporary access to elevators as necessary. Pursuant to 34 CFR 106.40, the district is also required to provide any services to pregnant students that it provides to other students with temporary medical conditions such as at-home instruction or tutoring for students who miss school because of such medical conditions.

When necessary, the district shall provide ~~reasonable~~ accommodations to enable a student who is pregnant or parenting, ~~or with related conditions,~~ to access the educational program. ~~The district shall consult with the~~

~~Additionally, a student when identifying potential modifications. Any modification accepted by the student shall be implemented. Any proposed modification that would fundamentally alter the nature of the district's education program or activity shall not be implemented. (34 CFR 106.40)~~

~~Reasonable modifications may include, but are not limited to: (34 CFR 106.40)~~

- ~~1. Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom~~
- ~~2. Intermittent absences to attend medical appointments~~
- ~~3. Access to online or homebound education~~
- ~~4. Changes in schedule or course sequence~~
- ~~5. Extensions of time for coursework and rescheduling of tests and examinations~~
- ~~6. Allowing a student to sit or stand, or carry or keep water nearby~~
- ~~7. Counseling~~
- ~~8. Changes in physical space or supplies, such as access to a larger desk or a footrest~~
- ~~9. Elevator access~~
- ~~10. Any other change to policies, practices, or procedures~~

~~A student who is pregnant or, experiences a false pregnancy, or terminates a pregnancy, or who has a related condition must recover from any of these, shall have access to any services available to other students with temporary medical conditions. (34 CFR 106.40)~~

The ~~school~~district shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222;~~34 CFR 106.40~~)

1. Access to a private and secure room, other than a restroom, ~~that is clean, shielded from view, and free from intrusion by others~~ to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

## Complaints

CSBA NOTE: Education Code 46015 authorizes the use of the district's uniform complaint procedures established pursuant to 5 CCR 4600-4670 for complaints alleging the district's noncompliance with requirements related to the provision of parental leave or other requirements of Education Code 46015.

Any complaint alleging discrimination on the basis of a student's ~~current, actual or potential, or past~~ pregnancy, ~~family, or marital, or parental~~ status;~~;~~ district noncompliance with the requirements of Education Code 46015 ~~or 34 CFR 106.40;~~ or district noncompliance with the requirement to provide reasonable accommodations for lactating students; shall be investigated and resolved in accordance with ~~the Title IX grievance procedures as specified in 34 CFR 106.44 and 106.45 and Board Policy/Administrative Regulation 5145.71 Title IX Sex Discrimination and Sex-Based Harassment 1312.3 - Uniform~~ Complaint Procedures. ~~(Education Code 222, 46015; 5 CCR 4600-4670; 34 CFR 106.44, 106.45)~~

## Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support ~~current, potential, and past~~ married, pregnant, and parenting students, which may include data on student participation in district programs and services, academic achievement, ~~school~~ attendance, graduation rate, and/or student feedback on district programs and services.

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

Policy adopted: April 10, 2007

revised: June 14, 2011

revised: March 11, 2014

revised: May 10, 2016

revised: March 12, 2019

revised: November 12, 2024

revised: ??, 2025



**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Instruction**

**Policy 6142.91: Reading/Language Arts Instruction**

CSBA NOTE: The following optional policy may be revised to reflect district practice and the grade levels served by the district.

Education Code 51210 and 51220 require that English be included in the district's course of study offered in grades 1-12, including knowledge of, and appreciation for literature, language, and composition, as well as the skills of speaking, reading, and listening. For grades 1-6, Education Code 51210 requires the district's course of study to also include spelling and handwriting, including instruction in cursive or joined italics in the appropriate grade levels. For more information regarding the requirements for courses of study, see AR 6143 - Courses of Study.

Additionally, to meet high school graduation requirements, Education Code 51225.3 requires completion of three courses in English. For more information regarding high school graduation requirements, see BP 6146.1 - High School Graduation Requirements and BP 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities.

In May 2025, the State Board of Education (SBE) approved the revised, "California Comprehensive State Literacy Plan," in an effort to align and integrate state literacy initiatives, content standards, and state guidance documents to support teachers of students, birth through grade 12. More information about the plan is available on the California Department of Education's (CDE) website.

~~The Board of Education~~The Governing Board recognizes that reading and other language arts constitute the basic foundation for learning in other areas of study. The Board desires to offer a comprehensive, balanced reading/language arts program that ensures all students have the skills necessary to read fluently and for meaning, and develops students' appreciation for literature. The program shall integrate reading, and oral and written language arts activities in order to build effective communication skills~~-,~~  
including listening, speaking, and composition.

CSBA NOTE: In 2023, the Legislature appropriated funds to CDE to create, in consultation with the executive director of SBE, a Literacy Roadmap to help educators apply the state's curriculum framework to classroom instruction, navigate the resources and professional development opportunities available to implement effective literacy instruction, and improve literacy outcomes for all students with a focus on equity.

Pursuant to Education Code 33548, the Instructional Quality Commission (IQC) is required to consider incorporating the Model Library Standards and media literacy content, which encompasses the foundational skills that lead to digital citizenship including the ability to access, analyze, evaluate, and use media and information, into the English language arts/English language development (ELA/ELD) curriculum framework when that framework is next revised and, as amended by AB 2876 (Ch. 927, Statutes of 2024), in its criteria for evaluating instructional materials when ELA/ELD instructional materials are next adopted by SBE.

Additionally, pursuant to Education Code 33547, the IQC is required to consider including content designed to provide teachers with resources to meet the unique academic and English language development needs of newcomer students, and ensure that the instructional materials for students in grades kindergarten-8 include resources for teachers to help them meet these needs. For more information on educating English learners, see BP/AR 6174 - Education for English Learners.

For each grade level, the Board shall adopt ~~academic standards~~ instructional materials that meet or exceed ~~the~~ Common Core State Standards in the following strands:

1. Reading: Foundational skills, text complexity and analysis, and the growth of comprehension
2. Writing: Text types, responding to reading, production and distribution of writings, and research
3. Speaking and listening: Oral language development, comprehension, flexible communication, and collaboration
4. Language: Conventions, effective use, knowledge of language, and vocabulary

CSBA NOTE: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Governing Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts and other specified subjects to use in class and to take home. For a definition of "sufficiency" for this purpose and a sample Board resolution, see BP/E 6161.1 - Selection and Evaluation of Instructional Materials.

The Superintendent or designee shall ensure that the district's ~~reading/language arts~~ program offers sufficient access to standards-aligned textbooks and other instructional materials. The program shall provide instructional materials of varying levels of difficulty, including fiction and nonfiction works, so that students are continually reading at an appropriate level. In addition, technology should be available to support all areas of literacy.

#### Screening for Risk of Reading Difficulties

CSBA NOTE: The following section is for districts that serve students in any of grades kindergarten-2. Pursuant to Education Code 53008, the Board is required to adopt one or more screening instruments to assess all students in grades kindergarten-2 for risk of reading difficulties, including possible neurological disorders such as dyslexia, from the list of screening instruments approved by SBE. Pursuant to Education Code 53008, beginning in the 2025-26 school year, and annually thereafter, districts are required to assess each student in grades kindergarten-2 for risk of reading difficulties using the screening instrument(s) adopted by the Board, unless the student's parent/guardian opts out of the screening as specified below.

For information on English language proficiency testing, see BP 6174 - Education for English Learners.

The Board shall adopt, at a public meeting, one or more screening instruments to assess students in grades kindergarten-2 for risk of reading difficulties. The screening instrument(s) adopted by the Board shall provide assessments for both English-speaking and non-English speaking students, in languages reflecting the primary languages of students in the district, to the extent assessments in those languages are available. (Education Code 53008)

The district shall annually assess each student in grades kindergarten-2 for risk of reading difficulties. In determining when during the school year to screen students, the district shall consider whether students have received sufficient instruction in foundational reading skills to support a valid assessment. The district may provide additional student screenings or diagnostic evaluations, as appropriate. (Education Code 53008)

If a student enrolls for the first time in grades kindergarten-2 after the screening instrument(s) has been administered, the district shall assess the student within 45 calendar days of enrollment, unless either: (Education Code 53008)

1. The student's parent/guardian opts out of the screening in writing
2. The student's parent/guardian provides documentation or the district has documentation that the student has had a similar screening in their prior school for their current grade and the parent/guardian was made aware of the results

Students who do not speak sufficient English to be screened with an English-language instrument shall be screened in their primary language if a screening instrument in their primary language is available. If a screening instrument is not available in at least one language in which a student is proficient, the student shall be screened in accordance with Education Code 53008.

When a student acquires sufficient English language knowledge and fluency to be able to be assessed using the district's screening instrument, or if a screening instrument in their primary language becomes available, the district shall assess that student using the appropriate screening instrument. (Education Code 53008)

A student may be exempted from the screening for risk of reading difficulties if the parent/guardian provides prior written consent and the student meets any of the following criteria: (Education Code 53008)

1. Has a current identification or diagnosis of a reading difficulty, reading disorder, or other disability
2. Is eligible for special education and related services pursuant to the Individuals with Disabilities Education Act (IDEA) or a plan pursuant to Section 504 of the Rehabilitation Act of 1973
3. Is in the process of being assessed for eligibility for special education and related services pursuant to IDEA or a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, and the student is being evaluated with diagnostic assessments that make screening for risk of reading difficulties redundant

CSBA NOTE: Pursuant to Education Code 53008, the district is required to provide parents/guardians with information about screening for risk of reading difficulties as specified below, and is encouraged to provide information about screening with other back-to-school materials at the beginning of the school year.

The district shall, no later than 15 calendar days before administration of the screening instrument(s), provide parents/guardians of students eligible for screening for risk of reading difficulties with information about the screening, including the date(s) of the screening and instructions for how parents/guardians can opt out of their child's screening. (Education Code 53008)

### Staffing and Professional Development

Teachers are expected to use a variety of instructional strategies to accommodate the needs of beginning readers and the varying abilities of more advanced readers. The program shall provide ongoing diagnosis of students' skills and, as needed, may provide supplementary instruction during the school day and/or outside the regular school session to assist students who are experiencing difficulty learning to read.



The Superintendent or designee shall make available professional development opportunities that are designed to provide instructional staff with knowledge about how students develop language skills, the ability to analyze students' literacy levels, and mastery of a variety of instructional strategies and materials.

CSBA NOTE: The following paragraph is for districts that serve students in grades kindergarten-2.

Employees administering screening instruments for risk of reading difficulties shall be appropriately trained to administer the instrument. (Education Code 53008)

#### Program Evaluation

The Superintendent or designee shall provide the Board with data from state and district reading assessments and program evaluations to enable the Board to monitor program effectiveness.

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: March 11, 2014  
revised: ??, 2025

**Board Policy Manual**

**Sierra-Plumas Joint Unified School District & Sierra County Office of Education**

**Instruction****Policy 6145.2: Athletic Competition**

CSBA NOTE: Pursuant to Education Code 35179, the Governing Board has control of and responsibility for all aspects of district interscholastic athletic policies, programs, and activities.

Pursuant to Education Code 51242, the Board may exempt any high school student engaged in a school-sponsored interscholastic athletic program after regular school hours from the requirement to attend physical education courses; see BP 6142.7 - Physical Education and Activity.

~~The Board of Education~~The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.-

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

The Board encourages business and community support for district athletic programs, subject to the district's advertising and promotion policy and regulation and other applicable district policies and regulations ~~governing advertisements and donations.~~

#### Nondiscrimination and Equivalent Opportunities in the Athletic Program

CSBA NOTE: Pursuant to Education Code 35179, the Board is responsible for ensuring that district and interscholastic athletic policies, programs, and activities are in compliance with law. Gender equity and nondiscrimination in district and interscholastic athletic programs and activities are governed by both federal law (Title IX, 20 USC 1681-1688) and state law (Education Code 200-262.4; 5 CCR 4900-4965).

Education Code 221.2-221.3 (the California Racial Mascot Act) declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to providing an equal education. Specifically, Education Code 221.3, as amended by AB 3074 (Ch. 665, Statutes of 2024), prohibits public schools, except public schools operated by an Indian tribe or a tribal organization, from using the term "Redskins" as a school or athletic team name, mascot, or nickname. Beginning July 1, 2026, Education Code 221.3, as amended by AB 3074, also prohibits public schools other than those operated by an Indian tribe or a tribal organization, from using any derogatory Native American term for school or athletic team names, mascots, or nicknames, without the written consent of a local federally recognized Indian tribe. Education Code 33315, as amended by AB 3074, requires that the uniform complaint procedures (UCP) be used to investigate and resolve complaints alleging a violation of Education Code 221.3. See BP/AR 1312.3 - Uniform Complaint Procedures.

In light of recent federal executive orders that potentially conflict with state law, as well as legal challenges to state law, it is recommended that districts with questions about discrimination in interscholastic athletic programs and activities consult CSBA's District and County Office of Education Legal Services or district legal counsel.

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname.-

Derogatory Native American terms, including Apaches, Big Reds, Braves, Chiefs, Chieftains, Chippewa, Comanches, Indians, Redskins, Savages, Squaw, and Tribe, shall not be used for any school or athletic team name, mascot, or nickname, unless permitted in accordance with Education Code 221.3. Any district school using or in which any such derogatory term is being used, shall complete the implementation of a new school or athletic team name, mascot, or nickname before the start of the 2028-2029 school year.

If a school selects a new school or athletic team name due to this prohibition, then any purchases or replacements of materials or fixtures due required by the implementation of the new name shall be completed before the start of the 2028-2029 school year. (Education Code 221.3)

The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the ~~district's uniform~~appropriate complaint procedures.

CSBA NOTE: The following paragraph is for districts that maintain grades 9-12 and that participate in the California Interscholastic Federation (CIF). In order to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, Education Code 33353 requires a district that participates in CIF to post on its website a standardized incident form developed by the California Department of Education (CDE), including information on how to submit a completed incident form to the district. The district is required to submit information related to any completed standardized incident form to CDE, if requested.

The district shall post on its website the California Department of Education's (CDE) standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form. (Education Code 33353)

#### California Interscholastic Federation

CSBA NOTE: The following optional section is for use by districts that maintain grades 9-12. Pursuant to Education Code 35179, the district may join an association, such as CIF, for the purpose of providing regional or statewide interscholastic athletic programs and activities for district students. Pursuant to Education Code 33353, CIF is responsible for setting rules governing interscholastic athletic programs. Students who attend schools that participate in interscholastic sports are therefore subject to CIF regulations as well as applicable district rules.

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

CSBA NOTE: Pursuant to CIF rules established in accordance with Education Code 33353, the Board is required to designate an individual from each school that participates in CIF sports to serve as a representative to the local CIF league. The name and contact information of these representatives must be annually reported to CIF. The following paragraph may be revised to reflect district practice.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

### Student Eligibility

CSBA NOTE: The following section provides that student eligibility for participation in athletic programs shall be based on the same criteria adopted by the Board for all other extracurricular or cocurricular activities (see BP/AR 6145 - Extracurricular and Cocurricular Activities), and may be revised to reflect district practice.

Education Code 48850 specifies that a student experiencing homelessness, or a foster youth whose residence changes pursuant to a court order or decision of a child welfare worker, shall be deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports; see AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.

In addition, Education Code 49700-49701 establish a uniform means of assisting children of active duty military families transferred from one state to another, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians; see BP/AR 6173.2 - Education of Children of Military Families. Among other things, Education Code 49701 requires flexibility of districts' local rules to facilitate eligibility for extracurricular activities of children of military personnel.

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

CSBA NOTE: The following optional paragraph is for use by districts that participate in CIF. CIF bylaws specify eligibility criteria for participating student athletes, including criteria related to age, grade, attendance, scholastic achievement, residence, transfers, and discipline. In addition, in accordance with CIF bylaws, students in home schooling or home study/independent study programs are not eligible for CIF interscholastic competition unless they are enrolled in a program under the jurisdiction of a CIF member school district (i.e., a program in which the district approves the curriculum, administers the program, and evaluates the student).

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

CSBA NOTE: Education Code 49010-49011 and CDE Fiscal Management Advisory 23-02, "Pupil Fees, Deposits, and Other Charges," clarify that districts may not charge a fee for student participation in extracurricular activities, regardless of whether the activity is elective. Such prohibited fees include, but are not limited to, the cost of uniforms, locks, lockers, and equipment.

However, pursuant to Education Code 32220-32224 and CDE Fiscal Management Advisory 23-02, "Pupil Fees, Deposits, and Other Charges," the district may charge a fee for required medical and accident insurance for athletic team members that is not paid for with school district or student body funds, as long as costs for insurance are covered for those determined to be financially unable to pay; see the accompanying administrative regulation, AR 3260 - Fees and Charges, and AR 5143 - Insurance. The district may also charge a fee for other students to attend athletic events as spectators since such attendance is not directly related to the educational program. It is recommended that districts with questions about charging a fee for any activity which may be construed as related to the educational program consult CSBA's District and County Office of Education Legal Services or district legal counsel.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

### Sportsmanship

CSBA NOTE: CIF has adopted a set of principles entitled, "Pursuing Victory with Honor," to provide the tools for teaching character development to student athletes, including a "Code of Conduct for Student-Athletes," "Code of Conduct for Coaches," and "Code of Conduct for Parents/Guardians." Each of these Codes reflect the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

Districts that are not affiliated with CIF may delete or modify the following optional section to reflect district practice.

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also ~~abide by~~ teach, enforce, advocate, and model the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and ~~abide by the applicable Code of Ethics~~ Conduct adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

### Health and Safety

CSBA NOTE: See the accompanying administrative regulation for additional requirements pertaining to the health and safety of student athletes, including students who experience concussions or other head injuries, heat illness, or sudden cardiac arrest.

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

CSBA NOTE: CIF requires students in grades 9-12 to undergo medical examinations before participating in interscholastic competition; see BP 5141.3 - Health Examinations. Pursuant to Education Code 49458, any examination required for participation in an interscholastic athletic program may be conducted by a physician or physician assistant.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic ~~training~~training and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

CSBA NOTE: Education Code 35179.4 requires any district that offers an interscholastic athletic program to develop a written emergency action plan, as provided below.

A sample emergency action plan that may be used in the event of sudden cardiac arrest, catastrophic injury, or other medical emergency is available on CIF's website. Additional information about creating an emergency action plan is available on Anyone Can Save a Life's website.

The Superintendent or designee shall develop a written emergency action plan that describes the location of emergency medical equipment, including automated external defibrillator(s)), and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events-, including concussion and heat illness. The plan shall include a description of the manner and frequency at which the procedures to be followed in the event of medical emergencies will be rehearsed, based on coaches training requirements specified in Education Code 35179.1. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

Coaches and/or athletic trainers shall comply with any training required by law and in accordance with the accompanying administrative regulation and Administrative Regulation 4127/4227/4327 - Temporary Athletic Team Coaches.

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

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

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007  
revised: February 14, 2012  
revised: July 11, 2017  
revised: November 13, 2018  
revised: ??, 2025