

LAKESIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
AGENDA

Lakeside School Auditorium
14535 Old River Road
Bakersfield, CA 93311

December 14, 2021
6:30 P.M.

Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the District can be inspected at the following address during normal business hours: Lakeside Union School District Office, 14535 Old River Road, Bakersfield, CA 93311.

1. CALL TO ORDER, ROLL CALL AND FLAG SALUTE

BOARD OF TRUSTEES: ___Mario Buoni(MB) ___Alan Banducci(AB)
 ___Tamara Jones(TJ) ___Russell Robertson(RR)
 ___Darin Buoni(DB)

2. ADJOURN TO ANNUAL ORGANIZATIONAL MEETING

3. PRESENTATION BY MR. ELCANO FOR INCREASED SPECIAL ED SERVICES.

4. CONSENT CALENDAR *All the items listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one action unless members of the board, staff or public request specific items to be discussed and/or removed from the Consent Calendar. It is recommended the following be approved or ratified:*

A. Approve minutes of Regular Meeting of November 9, 2021.

B. Approve November End of Month Payroll \$659,614.66 and December Mid-Month Payroll \$45,989.27.

C. Approve B-Warrants #5.

Moved _____ Seconded _____ Roll Call Vote: MB ___ AB ___ TJ ___ RR ___ DB ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

5. HEARING OF STAFF AND/OR CITIZENS *This agenda item is included to allow members of the public opportunity to ask questions or discuss non-agenda items with the Board. There will be a three-minute time limit per person or twenty minutes total per item. (BB9323)*

6. DISCUSSION OR ACTION ITEMS

A. General Control

(1) Approval of Comprehensive Safe School Plan for the Lakeside Union School District.

Moved _____ Seconded _____ Roll Call Vote: MB ___ AB ___ TJ ___ RR ___ DB ___
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

B. Budget and Finance

- (1) Approval of First Interim Report and Authorization to Make Budget Adjustments Required to Implement the Report.

Moved _____ Seconded _____ Roll Call Vote: MB _____ AB _____ TJ _____ RR _____ DB _____
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

- (2) Approval of Lakeside Union School District's Educator Effectiveness Block Grant 2021.

Moved _____ Seconded _____ Roll Call Vote: MB _____ AB _____ TJ _____ RR _____ DB _____
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

- (3) Approval of Imagine Learning Purchase Order.

Moved _____ Seconded _____ Roll Call Vote: MB _____ AB _____ TJ _____ RR _____ DB _____
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

- (4) Approval of Ellevation Inc. Purchase Order.

Moved _____ Seconded _____ Roll Call Vote: MB _____ AB _____ TJ _____ RR _____ DB _____
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

7. CLOSED SESSION

A. LIABILITY CLAIM

Agency Claimed Against: Lakeside Union School District

Name of Claimant: California School Employees Association

B. Conference with Labor Negotiators (G.C. 54957.6)

- Employee Organizations: LTA and CSEA
- Labor Negotiators: Ty Bryson

8. OPEN SESSION

9. REPORT OF CLOSED SESSION

10. DISCUSSION OR ACTION ITEMS

A. Personnel

- (1) Approval of Tentative Agreement Between the Lakeside Union School District and the Lakeside/Suburu Teachers Association, CTA/NEA.

Moved _____ Seconded _____ Roll Call Vote: MB _____ AB _____ TJ _____ RR _____ DB _____
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

- (2) Approval to Hire Theresa Clear on a Provisional Internship Permit (PIP), as an Independent Study Teacher for K-8

Moved _____ Seconded _____ Roll Call Vote: MB _____ AB _____ TJ _____ RR _____ DB _____
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

11. REPORTS AND CORRESPONDENCE

- A. Enrollment Lakeside 671 Suburu 828 Total 1499
- B. Correspondence
- C. CSEA
- D. CTA
- E. Board Members Reports *Each Board member may report about various matters involving the District. There will be no Board discussion except to ask questions and refer matters to staff and no action will be taken unless placed on an agenda for a subsequent meeting.*
- F. Superintendent Report

12. ITEMS NOT ON THE AGENDA *Note: The Board is generally prohibited from discussing items, not on the agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting the safety of persons or property, or a work stoppage, or if the need to act came to the attention of the District too late to be included on the posted agenda.*

13. ADVANCE PLANNING

- A. Future Meeting Dates

(1) Regular Board Meeting – _____.

14. ADJOURNMENT

Time: _____

Moved _____ Seconded _____ Roll Call Vote: MB _____ AB _____ TJ _____ RR _____ DB _____
Vote: Yes(Y) _____ No(N) _____ Abstained(A) _____ Absent(AB) _____

For information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting, please contact Ty Bryson, District Superintendent.
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APY250 L.00.06 KERN COUNTY SUPERINTENDENT OF SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/30/2021

DISTRICT: 040 LAKESIDE UNION SCHOOL DISTRICT

BATCH: 0005 PAYMENTS

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	LN	FD-RESC-Y-OBJT	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
44783237	000132/	CALIFORNIA WATER SERVICE								
		PV-220072		01-0000-0-5500.00-0000-8100-002-00-000-0000		WARRANT TOTAL			WATER	2,205.89 \$2,205.89
44783238	001104/	CARDMEMBER SERVICE								
		PV-220074		01-0000-0-5200.00-0000-7200-000-00-000-0000					BACK TO SCHOOL TRAINING	1,792.89
				01-3210-0-4300.00-0000-3140-000-00-000-0000					PPE SUPPLIES	1,807.26
				01-3210-0-4300.00-1110-1000-000-00-000-0000					SUPPLIES	29.17
				01-3210-0-4300.00-1110-1000-000-00-000-0000					DISTANCE LEARNING CURRIC	1,036.87
				01-3210-0-5800.00-0000-7200-000-00-000-0000					DOCUSIGN, ADOBE DOCS	689.61
				01-3210-0-5800.00-0000-7200-000-00-000-0000					INTEREST	409.90
				01-3210-0-5900.00-0000-7200-000-00-000-0000		WARRANT TOTAL			ZOOM, COMMUNICATION	809.70 \$6,575.40
44783239	001629/	CATALINA URIBE								
		PV-220084		01-0000-0-5200.00-1110-2100-001-00-000-0000		WARRANT TOTAL			MILEAGE	146.27 \$146.27
44783240	000385/	CITY OF BAKERSFIELD								
		PV-220071		01-0000-0-5500.00-0000-8100-000-00-000-0000		WARRANT TOTAL				1,537.76 \$1,537.76
90086466	800846/	Central Janitors Supply Co		99 EFT						
		PV-220073		01-7422-0-4300.00-0000-8100-000-00-000-0000		WARRANT TOTAL			MAINT SUPPLIES	7,424.02 \$7,424.02
44783241	002440/	FRANCISCO ZAMORA								
		PV-220075		01-6500-0-5200.00-5770-1110-002-00-000-0000		WARRANT TOTAL			MILEAGE	168.00 \$168.00
44783242	002422/	HEATHER SARTI								
		PV-220089		01-0000-0-5200.00-1110-2100-001-00-000-0000		WARRANT TOTAL			MILEAGE	67.59 \$67.59

APY250 L.00.06 KERN COUNTY SUPERINTENDENT OF SCHOOLS
 DISTRICT: 040 LAKESIDE UNION SCHOOL DISTRICT COMMERCIAL WARRANT REGISTER
 BATCH: 0005 PAYMENTS FOR WARRANTS DATED 11/30/2021
 FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
44783243	000320/	HOME DEPOT CREDIT SERVICES						
		PV-220077	01-3210-0-4300.00-0000-8100-000-000-0000	WARRANT TOTAL			MAINT SUPPLIES	2,882.70 \$2,882.70
44783244	001129/	DARRELL HOWARD						
		PV-220076	01-0000-0-5200.00-1110-2100-001-00-000-0000	WARRANT TOTAL			MILEAGE	184.24 \$184.24
44783245	001045/	INFINITY COMMUNICATIONS						
		PV-220078	01-0000-0-5800.00-0000-7200-000-00-000-0000	WARRANT TOTAL			E-RATE AND PRO FEE	3,710.00 \$3,710.00
44783246	002468/	JUDY BONILLA-GONZALEZ						
		PV-220093	01-0000-0-5200.00-1110-2100-001-00-000-0000	WARRANT TOTAL			MILEAGE	80.64 \$80.64
44783247	002465/	LAINIEY ELCANO						
		PV-220090	01-0000-0-5200.00-1110-2100-001-00-000-0000	WARRANT TOTAL			MILEAGE	225.68 \$225.68
44783248	002466/	LISA SMITH						
		PV-220091	01-0000-0-5200.00-1110-2100-001-00-000-0000	WARRANT TOTAL			MILEAGE	178.64 \$178.64
44783249	002307/	MYSTERY SCIENCE INC						
		220011	PO-220011 1. 01-3010-0-4200.00-1110-1000-001-00-000-0000	WARRANT TOTAL			MEMBERSHIP FEE	799.00 \$799.00
44783250	000061/	P G & E						
		PV-220081	01-0000-0-5500.00-0000-8100-001-00-000-0000				PGE	8,080.82
			01-0000-0-5500.00-0000-8100-002-00-000-0000	WARRANT TOTAL			PGE	9,738.95 \$17,819.77
44783251	002389/	PATRICK WADMAN						
		PV-220079	01-6500-0-5800.00-5001-3150-000-00-000-0000	WARRANT TOTAL			SPEECH	560.00 \$560.00

APY250 L.00.06 KERN COUNTY SUPERINTENDENT OF SCHOOLS
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 11/30/2021

DISTRICT: 040 LAKESIDE UNION SCHOOL DISTRICT
BATCH: 0005 PAYMENTS
FUND : 01 GENERAL FUND

WARRANT REQ#	VENDOR/ADDR REFERENCE LN	NAME (REMIT) FD-RESC-Y-OBJT	DEPOSIT TYPE SO-GOAL-FUNC-STE-T2-TY3-TYP4	ABA NUM DESCRIPTION	ACCOUNT NUM AMOUNT
44783252	002169/	PEST BUSTER			
		PV-220082	01-7422-0-5500.00-0000-8100-000-000-0000	PEST CONTROL	1,700.00
			WARRANT TOTAL		\$1,700.00
90086467	000173/	PRICE DISPOSAL INC.	99 EFT		
		PV-220080	01-7422-0-5500.00-0000-8100-000-000-0000	1-16776-001	3,126.00
			WARRANT TOTAL		\$3,126.00
44783253	002467/	SIERRA KAISER			
		PV-220092	01-0000-0-5200.00-1110-2100-001-00-000-0000	MILEAGE	190.96
			WARRANT TOTAL		\$190.96
44783254	002463/	TARA CARR			
		PV-220083	01-0000-0-4300.00-0000-2700-002-00-000-0000	REIMB SUPPLIES	62.00
			WARRANT TOTAL		\$62.00
44783255	000454/	VERIZON WIRELESS			
		PV-220086	01-0000-0-5500.00-0000-8100-001-00-000-0000		1,044.74
			WARRANT TOTAL		\$1,044.74
44783256	002164/	VIA HEART PROJECT			
		PV-220085	01-0000-0-5800.00-0000-2700-001-00-000-0000	RENEWAL	800.00
			WARRANT TOTAL		\$800.00
44783257	002356/	WEX BANK			
		PV-220087	01-0000-0-4300.00-0000-8100-000-000-0000	FUEL FOR DIST CARS	941.34
			WARRANT TOTAL		\$941.34
90086468	000270/	WHOLESALE FUELS INC.	99 EFT		
		PV-220088	01-0000-0-4300.00-0000-3600-000-000-0000	BUS FUEL	7,593.12
			WARRANT TOTAL		\$7,593.12
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS: 21	TOTAL AMOUNT OF CHECKS:	\$41,880.62*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED: 3	TOTAL AMOUNT OF EFT:	\$18,143.14*
			TOTAL PAYMENTS: 24	TOTAL AMOUNT:	\$60,023.76*
*** BATCH	TOTALS ***		TOTAL NUMBER OF CHECKS: 21	TOTAL AMOUNT OF CHECKS:	\$41,880.62*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED: 3	TOTAL AMOUNT OF EFT:	\$18,143.14*
			TOTAL PAYMENTS: 24	TOTAL AMOUNT:	\$60,023.76*
*** DISTRICT	TOTALS ***		TOTAL NUMBER OF CHECKS: 21	TOTAL AMOUNT OF CHECKS:	\$41,880.62*
			TOTAL ACH GENERATED: 0	TOTAL AMOUNT OF ACH:	\$0.00*
			TOTAL EFT GENERATED: 3	TOTAL AMOUNT OF EFT:	\$18,143.14*
			TOTAL PAYMENTS: 24	TOTAL AMOUNT:	\$60,023.76*

2022/2023

LAKE SIDE UNION SCHOOL DISTRICT

Comprehensive Safe School Plan

COMPREHENSIVE SAFE SCHOOL PLANS

Crisis Management and Response

Lakeside Union School District
District Office
14535 Old River Road
Phone 661-836-6658 • Fax 661-836-8059

2021 -2022

Safe School Committee

Mike McGrath, Lakeside School Principal
Valerie Hudson, Suburu School Principal
Craig Bailey, Vice Principal Lakeside School
Tara Carr, Vice Principal Suburu
Deborah Van Elswyk, Counselor
Wendy Oliver, Secretary
Nancy Ayotte, Teacher
Estelle Travis, Parent-Classified
SarahBell Frank Teacher
Barry Lant- M.O.T.

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Introduction

A Contingency Plan for School Campus Emergencies

The California Legislature enacted Senate Bill 187 that requires all California schools to develop and implement comprehensive Safe School Plans. (Education Code section 35294.2) In addition, California requires that school principals formulate and submit to the district superintendent for approval a civil defense and disaster preparedness plan for that school. Principals must test that plan at least two times during the school year. (Education Code section 33031) The law also deems public employees to be disaster service workers subject to such disaster service activities as may be assigned to them, and that school districts have a responsibility to be as prepared as possible to meet emergencies. (California Government Code, Title 1, Division 4, Chapter 8, section 3100)

Emergencies do occur on school campuses. In times of crisis, schools will need to respond immediately to prevent and reduce the possibility of further accidents and tragedies. Schools are neither immune to naturally occurring conditions like earthquakes nor can they prevent completely unwanted disturbances or intrusions; however, school personnel can prevent unnecessary confusion and turmoil if they take some planning steps to minimize the possibility of further accidents or tragedy on their school campus. Planned school wide crisis response can significantly reduce disruption during times of high stress. A structured response by a trained team of staff members can facilitate the return to a normal school routine in the unlikely event of a crisis occurring on or near the school campus.

An overall school safety plan requires a thoughtful process for identifying security needs, developing prevention and intervention techniques, evaluating physical facilities, and providing communication and development for staff members and students. Emergency procedures, or a "contingency plan," are an essential component. The following information outlines emergency response procedures that are tailored for the Lakeside Union School District (LUSD).

Safe School Vision

1. The schools of the Lakeside Union School District (LUSD) will provide a safe, orderly and secure environment conducive to learning.
2. The LUSD will create a school in which pupils will attend regularly and be safe from both physical and social-psychological harm.
3. The LUSD will work collaboratively with the governing board to identify, establish and use strategies and programs to comply with school safety laws.
4. The LUSD will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrators, counselors and community agencies, including law enforcement, to provide a safe and orderly school and neighborhood.
5. The LUSD will develop an academic program that will focus on high expectations of pupil performance and behavior in all aspects of the school experience.
6. The LUSD will work collaboratively with the Kern High School District to assist in a smooth transition from middle to high school grades.
7. The LUSD will solicit the participation, views and advice of teachers, parents, school administrators and community members and use this information to promote the safety of our pupils, staff, and community.

District Profile

The LUSD was formed in the spring of 1941 through the merging of three Kern County school districts: Poloma, Ordena, and Old River. The district was financially able to build, equip and furnish education facilities in keeping with the latest and best theories of modern education.

The district is currently composed of two schools of approximately 1,300 students, Transitional kindergarten through eighth grades. Lakeside School is located in a rural agricultural setting fifteen miles from central Bakersfield. Suburu School is located in a large housing development and has kindergarten through fifth grade. The district covers approximately 166 square miles and has tremendous potential for growth. Large housing tracts are scheduled to be developed which will change the complexion of the district. It presently serves students from rural and suburban areas.

Independence High School is open and located north of Lakeside School on Old River Road. Most of our eighth grade graduates attend this school.

Personal Characteristics of Students and Staff

Comprehensive Plans Component 1

Characteristics of LUSD

The LUSD is composed of two schools; Lakeside School serving grades K-8, and Donald E. Suburu School serving TK-5, with a total enrollment of approximately 1,400 students. Pupils in the district come from families of relatively low mobility. Approximately 67% of the pupils in the district are eligible for free or reduced meals. The ethnic makeup of the student population is approximately; 59% Hispanic or Latino, 26% Caucasian, 5% Black or African American, 5% Asian, 2% Filipino, 3% two or more. American Indian, Native Hawaiian or Pacific Islander are under 1%.

Curriculum and Educational Activities

The course of study includes the basic core curriculum, physical education and enrichment classes such as computer technology, Publishing/Media, instrumental and vocal music, recreational activities, Fitness/Sports, Science activities, Associated Student Body, and study skills.

Pupils may have the opportunity to participate in after-school activities when provided. Staff provides opportunities and additional activities open to pupils in the areas of various contests and community events, and Kern Environmental Education Program (Camp K.E.E.P.).

Component 1 Goals

LUSD has a strong influence on the current experiences of students and staff by implementing school safety planning and actions. Table 1 is a summary of the LUSD goals for this component

Table 1

Safe School Subcomponent	Planning Goal
Ethnic/ Cultural diversity of students	<p>The background of all students will be acknowledged, respected, and incorporated into the school curriculum and activities.</p> <p>Bilingual and English-as-a-second-language (ESL) programs will be provided; cultural integration efforts will be incorporated in orientation and guidance programs.</p>

Life experiences of students and staff	<p>Social-service support systems will be coordinated with schools to provide needed services (e.g., food clothing shelter, protective services, etc.)</p> <p>Curriculum and special programs will be designed and modified to address issues relevant to the student body (e.g., gangs, drugs, family structures).</p> <p>The unique talents and gifts of students and staff will be recognized, and efforts will be made to enable people to share those gifts and talents in school programs and committees.</p>
Staff expertise/diversity	<p>Staff members with diversified expertise who represent, in proportion, the gender and racial or ethnic backgrounds of the students will be recruited to work effectively with students.</p> <p>Staff will receive on-going training to meet changing needs of the student body (e.g., training in conflict resolution, cultural awareness, ESL, and child abuse reporting requirements).</p>
Physical/health concerns	<p>Schools will coordinate with community health services for prevention and intervention programs for students and their families.</p> <p>Schools will coordinate with mental health and alternative placement programs to ensure that severely emotionally disturbed (SED) students, or others who have difficulty adjusting to the school environment, receive appropriate educational services.</p>

Component 2

The District's Physical Environment

Location and Physical Environment

The LUSD is located in a rural area, 15 miles southwest of Bakersfield, in an area that has a low crime rate and poverty level. The district encompasses over 166 square miles. The district has within its boundaries single-family dwellings, trailers, a park and unimproved property. Present safety hazards include: heavy traffic areas, vacant buildings, and railroad crossings, agricultural pesticides applied by air, blowing dust, and close proximity to agricultural canals.

School Grounds Description

There is one long enclosed corridor that separates the classrooms at Lakeside School. The school offices, restrooms, cafeteria and auditorium are all in this building. There is a community room/auditorium, band room and library in a separate building as well as a gymnasium and separate kindergarten building. The playground is grass with volleyball courts, tetherball courts, baseball diamonds and football fields. There are also concrete and asphalt basketball courts.

At Suburu School there are four permanent buildings housing up to six classrooms each as well as 15 portable classrooms, and six additional portables that house the library, school psychologist, speech and Language, nurse's station and ELD Support and two special education rooms, and portable restroom. Another double portable houses the school office and triple portable houses two Counselor's office and technology office, staff lounge, and the Boys and Girls Club. One permanent building serves as a multi-purpose room, cafeteria, and band facility. An additional two portables are used for the county special education classes. There is ample grass for primary play with a handball court, tetherballs, basketball courts and play apparatus in two locations.

Maintenance of Facilities

The district's physical facility is well maintained and looks neat and clean. At both sites, district personnel periodically examine the school's facilities and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms are monitored for safety and appearance by the administration and the individual classroom teachers. The pupils take pride in the appearance of the school.

Internal Security Procedures

Internal security within the LUSD is effective. The district has established procedures in the following area: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, inventory system, coordination with law enforcement and community cooperation in crime prevention efforts.

Keeping reportable crimes at a minimum requires constant vigilance. The following strategies will be utilized in achieving this goal: identify areas of suspected or potential crime activity, restrict pupil access to these areas, provide effective school supervision, identify and provide preventive programs and activities and others as appropriate.

The LUSD office displays the district's sexual harassment policy in a prominent location along with specific rules, regulations and standards of conduct. Additionally, a notice summarizing this sexual harassment policy appears in the Student-Parent Handbook distributed at the beginning of each school year to all parents and students. (See Student Sexual Harassment for dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations and information related to suspension and/or expulsion for sexual harassment of or by students)

Complaints Regarding Discrimination and Discriminatory Harassment

(Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8 and 34 CFR 106.9)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the 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.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive

federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator Joaquin Elcano at (661)831-3503, or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, DC.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact the Lakeside District Office, 14535 Old River Road, Bakersfield, CA, 93311. District Superintendent, (661) 836-6658

The Maps tab shows the Plot Plan indicating safe entrance and exit areas for students, parents, and school employees.

To ensure the safety of students and staff, all visitors must scan their ID through the Raptor ID system before they are permitted onto the campus, except students of the schools and staff members, shall register immediately upon entering any school building or grounds when school is in session.

Discipline procedures focus on finding the causes of problems and working with all concerned to reach proper, lawful solutions. The district's discipline plan begins at the classroom level. Teachers use a visible discipline system in each classroom to communicate classroom rules, promote positive student conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the student's behavior.

Student conduct standards and consequences for the LUSD are specifically described in this plan including: (a) the adopted district discipline rules and procedures, (b) the adopted district dress code, and (c) district Board Policy and Administrative Regulations. Students may be suspended or recommended for expulsion after alternative programs have been exhausted or, for certain acts shall be recommended for expulsion.

Site administrators contribute to a positive school climate, promote positive student behavior and help reduce inappropriate conduct. The principal or a designee uses available district and outside agency records to inform teachers of each student who has a disciplinary history. District procedures comply with the California Education Code Section 49079.

Law enforcement is contacted and consulted to help maintain and promote a safe and orderly school environment. The LUSD employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspect child abuse. See Child Abuse and Neglect for district policy.

Additional internal security procedures affecting the integrity of the district facilities are: the security system operation during non-school hours, and classrooms equipped with an intercom and telephone systems. Several School Busses have security cameras installed in them. The school perimeters are securely fenced and visitors are required to check in to the school office. Many of our staff has been trained in CPR and basic first aid. In addition to regularly held bus, fire, earthquake and lock-down drills, the procedures for student emergencies are regularly reviewed with the staff. A child to adult supervision ratio of no more than 90:1 is maintained when students are on the playground.

Community involvement is encouraged to help increase safety.

Inventory System

All school site equipment items are inventoried annually and there is an established accountability system. Office and classroom supplies are secured.

Component 2 Goals: The District's Social Environment

LUSD fosters an environment that is inviting and promotes safety, pride, sense of ownership and freedom from fear. Such physical environments enhance the school climate and are an essential, interrelated component of safe schools. Table 2 is a summary of the LUSD goals for this component.

Table 2

Safe School Subcomponent	Planning Goal
School location	<p>The school will be an integral part of the community through its role in interagency efforts and community activities.</p> <p>The school will be alert to exposure to safety hazards, such as toxins or heavy traffic, from nearby areas.</p>
School grounds	<p>The campus perimeter will be secure from criminal activity. The campus will be closed to outsiders, and access signs will be displayed prominently at entry points.</p> <p>Places for loitering will be limited; bathrooms will be patrolled; lockers will be supervised; and appropriate lighting will be installed in hallways.</p> <p>Physical conditions that could lead to accidental harm will be corrected promptly.</p> <p>When rehabilitating, relocating, or remodeling, schools will consider environmental design concepts that foster adequate supervision and promote physical safety.</p> <p>The school will have adequate fencing for swimming pools, proper protection against slipping in hallways, adequate protection against falls from recreational equipment, and landscape designs that prevent students from climbing to dangerous heights.</p> <p>The school policy for dealing with vandalism will include procedures for painting over graffiti before students arrive on campus and for replacing broken window immediately.</p>
School building and classrooms	<p>School buildings and classrooms will be well maintained and attractive, free of physical hazards, and designed to prevent criminal activities.</p> <p>Classrooms will have an appropriate amount of space for the student-teacher ratio and will be decorated in an interesting manner.</p>
Internal security procedures	<p>Standard incident-reporting procedures will be in place.</p> <p>The community will use the schools during off-hours.</p> <p>The school and community will collaborate on crime prevention efforts.</p>

	A crisis response plan will identify procedures to follow during (1) human emergencies, such as bomb threats, death of a student, suicide pacts, weapons on campus; and (2) natural emergencies, such as fires, earthquakes, and other natural disasters.
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Component 3: The Districts Social Environment

School Environment

Leadership within the LUSD is a shared process. A proactive role is assumed in all phases of the school operation. The current management team is committed to developing our schools towards excellence in the areas of academic and social behavior. The principals set a positive tone for the schools, guide the staff and works closely with them on curriculum and school safety issues. The school sites' organizational structure is open and flexible contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

Disaster Procedures: Routine and Emergency

A contingency plan for emergencies is contained in a handbook available to each staff member and is attached as Civil Defense and Disaster Plans. The administrator at the beginning of each school year reviews this handbook. This plan also contains available district and outside agency resources for routine and emergency disaster procedures.

Classroom Organization/Structure

The LUSD teachers provide a varied learning environment in their classrooms. Teachers use a variety of strategies including the use of projects, presentations, hands-on activities, journals, creative writing, art, and displays.

The students benefit from teachers who are energetic and enthusiastic about teaching. The districts' instructional staff is highly qualified, with many teachers holding advanced degrees. All staff members are united in their desire to provide quality education for all students. Classrooms and teachers provide a safe orderly learning environment, enhance the experience of learning, and promote positive interactions among students and staff. Instructional time is maximized and disruptions are minimized.

Conduct

The Board of Trustees of the Lakeside Union School District believes that the conduct of students attending the school must establish an educational climate conducive to the furtherance of educational opportunities for youth and the promotion of learning. To assure this aim the people of the state have empowered local boards of education to regulate student conduct. A comprehensive discussion of the rules and offenses related to student discipline can be obtained at the school office.

"The governing board of any school district shall prescribe rules not inconsistent with law or with rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction." [E.C. 35291]

"All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools." [E.C. 48921] Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled and/or arrested as the laws are applied. This discipline policy applies while on school grounds and while going to or coming from school. You have the right to review the school rules regarding student discipline.

Recognition for Good Conduct

During each school year, eligible students will receive recognition for outstanding achievement shown in scholarship, citizenship, leadership, participation in school activities and sports participation.

There will be an *end-of-the-year reward activity* for eligible 4th - 7th grade students. Students who meet the following criteria are eligible. Attendance is at the discretion of administration.

- Received no more than four (4) Disciplinary Referrals
- Have not been suspended from school for one (1) day
- Middle school students: have not been assigned to more than one (1) quarterly Bulldog Day Homework Academy
- Turned in all Library books or paid for missing/lost books
- Lunch account has been paid with no other outstanding balances

Bulldog Day is a reward for students who follow the rules and make their best effort in class at Lakeside School. For kindergarten through 8th grade students there will be a Bulldog Day celebration scheduled each month. Following are criteria for Bulldog Day eligibility:

- Students may not have a referral on their Discipline Card for the month..
- Students who receive a Disciplinary Referral may apply the required amount of Bulldog Bucks to be eligible to attend Bulldog Day. Students that have been suspended during that month will not be ineligible to attend.
- Students may have the opportunity to earn Bulldog Day back through positive behavior.

Each year, the faculty will choose outstanding eighth grade students. These awards will be presented at graduation.

Suburu School recognizes its students for outstanding achievement shown in scholarship, citizenship, leadership, and participation in school activities and sports. Students who meet the following criteria may receive the following awards: K-3rd grades may earn Student of the Week, 4-5th grades may earn Student of the Month, and all students may earn Bobcat Heroes, Accelerated Reader Awards, as well as awards in the classroom.

Progressive Discipline Plan and School Improvement

The staff at Lakeside School believes that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. In order to achieve this goal it is necessary for students to behave in a safe orderly way for an effective learning environment. Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

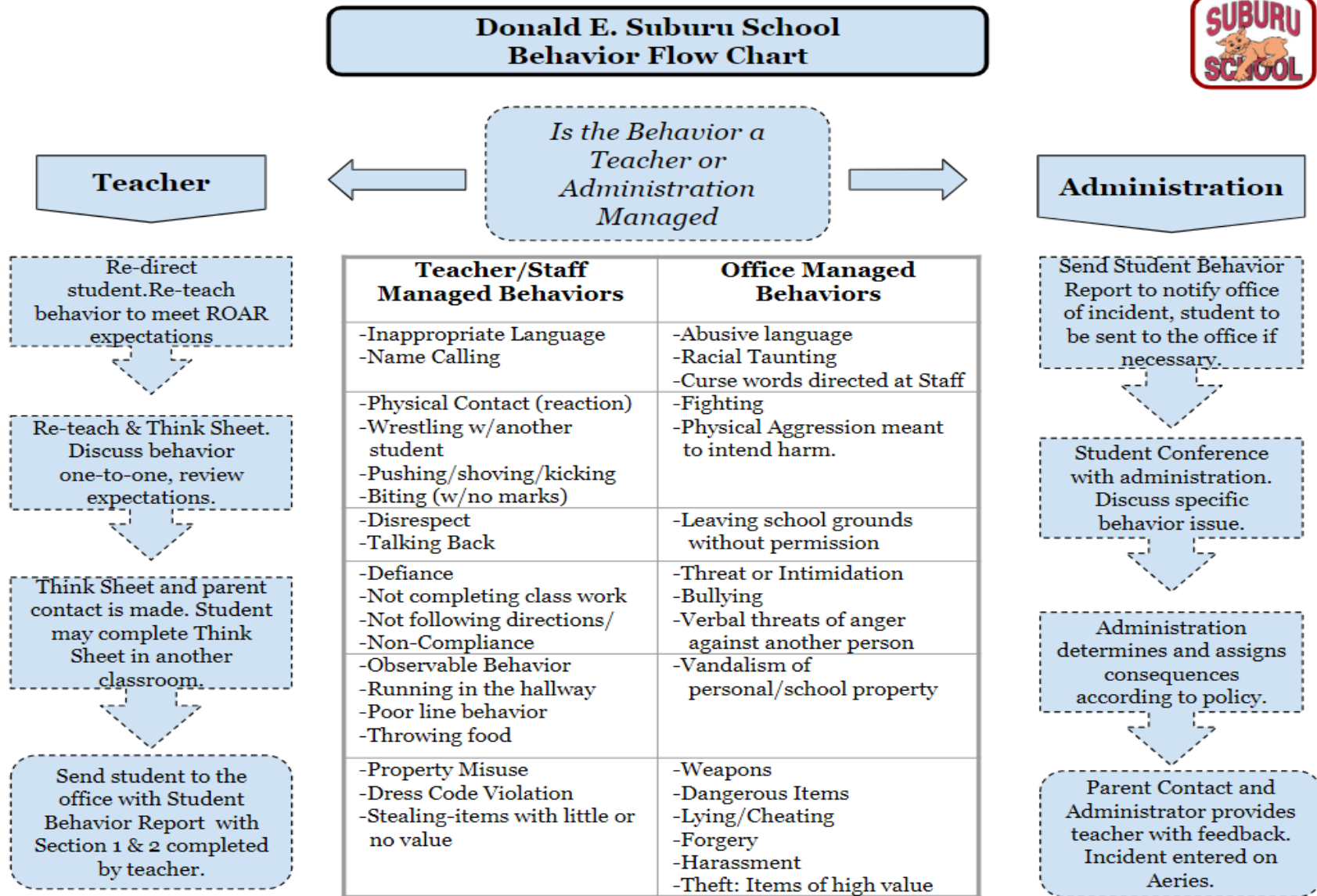
Outlined below is Lakeside School's Progressive Discipline Plan that stipulates behaviors that will not be allowed at school. Also outlined are the possible consequences of engaging in such behaviors. Discipline incidents are entered by the staff into Aeries and recorded. Staff members will utilize their classroom management system and give verbal warnings prior to progressing through the Consequences.

Please read and discuss these with your children. With your assistance, the school will strive to provide the best possible learning environment for all children.

The school sites will provide support to students by allowing students time to reflect upon their behaviors. This will help prevent referrals, suspensions and expulsions. This may be accomplished by verbal warnings, discussions, reflections sheets, and to counseling sessions arranged with counselors.

Examples of Behavior	Examples of Possible Consequences
Type A Behaviors	Step 1
Violation of classroom rules Unauthorized food, gum, etc. Littering In unauthorized area or no hall pass Disrespect to fellow students Inappropriate items (ipod, PSP, CD player, toys, cards, etc.) Failure to line up when bell rings Failure to keep hands & feet to self Dress Code violation	<ul style="list-style-type: none"> Verbal Warning Discussion with student Recorded with 3 student reflections completed. Parent contact by phone, or email from the teacher.
Type B Behaviors	Step 2
Repeated violations of Type A Behaviors Bullying, lying, cheating, forgery, plagiarism, hazing Getting into someone else's locker Frequent tardies Cutting class Chronic disruption of class Throwing food in cafeteria Display of gang writings, symbols, etc. Unacceptable language (profanity, racial slurs, etc.) Continually unprepared for class Rough Play (wrestling, play fighting, etc.) Excessive physical contact (hugging, kissing, etc.) Failure to serve detention Disruptive while guest teacher/substitute is present	<ul style="list-style-type: none"> Disciplinary Referral along with detention, or Restorative Justice. Parent contact by telephone from teacher Restriction from activities/privileges Suspension if necessary (in or out of school)
Type C Behaviors	Step 3
Repeated violations of Type B Behaviors Cause or threaten to cause bodily injury to another (fighting) Cutting school Possession of a dangerous item (explosive, lighter, etc.) Possession of tobacco or smoking Damage to school or private property Stealing/Possession of stolen property Disrespect/impertinence/defiance to authority Extortion Lewd, indecent, offensive conduct/sexual harassment Profanity, obscene language/gestures toward student or staff	<ul style="list-style-type: none"> Recorded on student's discipline card Disciplinary Referral along with and detention, or Restorative Justice. Parent Notification by Administrator Restriction from activities/privileges Behavior Contract developed 1 to 5 day suspension (in or out of school) Community School Referral Expulsion Referral Law Enforcement Referral
Type D Behaviors	Step 4
Repeated violations of Type C Behaviors	<ul style="list-style-type: none"> Recorded on student's discipline card Parent Notification by Administrator Restriction from activities/privileges Behavior Contract developed 1 to 5 day suspension (in or out of school) Community School Referral Expulsion Referral Law Enforcement Referral

Support (PBIS) team annually. The purpose it to discuss further prevention and apply a positive school environment. The team will evaluate school attendance review board data to implement plans to increase student attendance.



Suburu School Minor and Major Offenses:

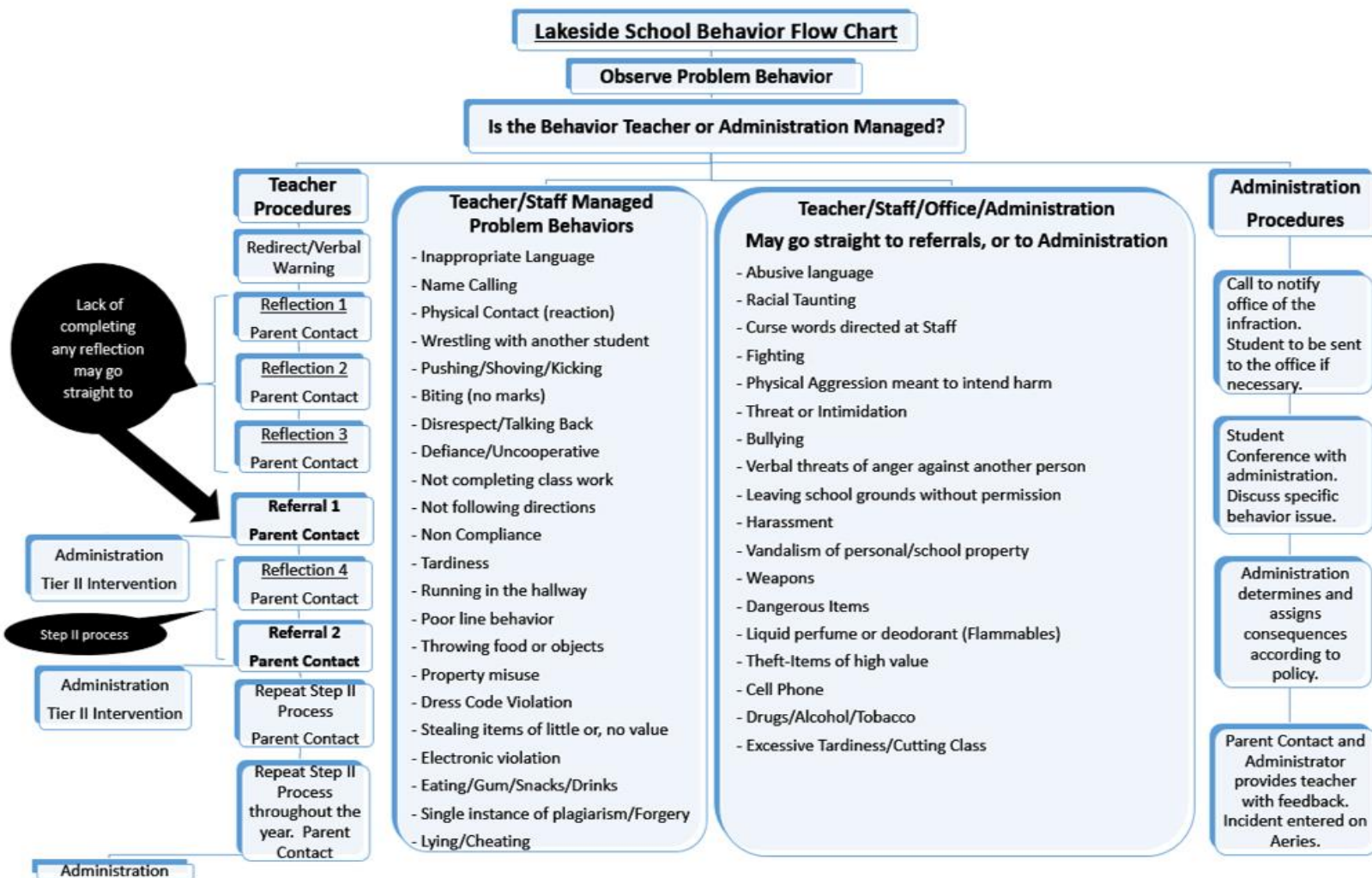
Minor Offenses	
Disrespect, Defiance & Non-Compliance:	
Failure to respond to adult requests and / or directives.	
Disruption:	
Interruption to the classroom / learning environment.	
Property Misuse:	
Low level misuse / damage of school property.	
Dress Code:	
Failure to comply to dress code standards.	
Physical Contact:	
Inappropriate touching — horseplay, “friendly touching,” etc.	
Inappropriate Language:	
Language which is inappropriate yet not used in an abusive / threatening manner.	
Tardy:	
Failure to be in a designated place at the designated time.	
Lying:	
Stating / repeating statements that are untrue.	
Cheating:	
Presenting the work of others as one’s own.	
Out of Bounds:	
Loitering or participating in activities outside designated areas.	
Trash / Littering:	
Discarding of items or dumping of trash in any location other than a trash can.	
Repeated Ed Code Violations (48900 K):	
In order for disruptive and defiant behaviors to reach the level of Education Code Violation 48900 K, clear documentation of the student’s behavior pattern, as well as site interventions to correct the behavior, must be established.	

Possible Actions for Minor Offenses	
Step 1	
	Verbal Reminder of Expected behavior, provide structured choice
Step 2	
	Student Reflection Sheet assigned and begin tracking
Step 3	
	Parent Contact by Teacher and possible loss of privileges
Step 4	
	Conference with student, parent, teacher, and administration. Collaboration with support teams.
Step 5	
	Referral to Administration
	<i>*Natural consequence administered and determined by responsible teacher.</i>

Ed Code 48900	Major Offense
(a)(1)	Caused, attempted to cause, or threatened to cause physical injury to another person.
(a)(2)	Willfully used force or violence upon the person of another, except in self-defense.
(b)	Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c)	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d)	Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e)	Committed or attempted to commit robbery or extortion.
(f)	Caused or attempted to cause damage to school property or private property. (g) Stole or attempted to steal school property or private property.
(g)	Stole or attempted to steal school property or private property.
(h)	Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
(i)	Committed an obscene act or engaged in habitual profanity or vulgarity.
(j)	Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k)	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l)	Knowingly received stolen school property or private property.
(m)	Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
(n)	Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o)	Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
(p)	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q)	Engaged in, or attempted to engage in, hazing as defined in Section 32050.

(r)	Engaged in an act of bullying, including, but not limited to, bullying Committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
(s)	A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following. (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity.
(t)	A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Possible Actions for Major Offenses	
Step 1: Referral to administration	
Step 2: Home contact made by administration	
Step 3: Administrative Recess Detention	
Step 4: Parent Conference	
Step 5: In/Out of School Suspension	



Lakeside School Behavior Flow Chart

District Goals to decrease suspensions.

The District goal was to decrease suspensions by .5% compared to the previous year. The goal was to decrease suspension rates by 0.5% for 2020-2021 School Year. Due to the COVID Pandemic and Distance Learning suspension and discipline were decreased, however, absenteeism rates increased. A true measure from 2020-2021 is not notable of comparability. So, we will keep with our original goal of decreasing suspension rates by 0.5% for the 2021-2022 school year.

Lakeside School Suspension Code Count 2016-2017

Total Suspensions

48900 Code	.2	A1	A2	B	C	D	F	G	H	I	K	R		89/637
Total	2	11	35	2	0	0	2	2	0	5	29	1	89	14%

Lakeside School Suspension Code Count 2017-2018

Total Suspensions

48900 Code	.2	A1	A2	B	C	D	F	G	H	I	K	R		33/632
Total	0	06	11	0	3	0	1	1	2	1	8	0	33	5.2%

Lakeside School Suspension Code Count 2018-2019

48900 Code	.2	A1	A2	B	C	D/P	F	G	H	I	K	R		29/630
	1	4	15	1	2	4	0	0	0	0	2	0	29	4.6%

Lakeside School Suspension Code Count 2019-2020

48900 Code	.2	A1	A2	B	C	D/P	F	G	H	J	K	M	R		31/633
	0	4	14	2	5	0	1	0	1	1	2	1	0	31	4.9%

Suburu School Suspension Code Count 2016-2017

Total Suspensions

48900 Codes	.2	45	A1	A2	B	G	K	L	M					15/727
Total	0	2	12	2	1	0	0	0	0	15				2%

Suburu School Suspension Code Count 2017-2018

Total Suspensions

48900 Codes	.2	45	A1	A2	B	G	K	L	M		11/762
Total	0	2	9	0	0	0	0	0	0	11	1%

Suburu School Suspension Code Count 2018-2019

48900 Codes	.2	45	A1	A2	B	G	K	L	M		4/800
			3				1			4	0.5%

Suburu School Suspension Code Count 2019-2020

48900 Codes	.2	AA	A1	A2	B	G	K	L	R		11/814
		1	9						1	11	1.4%

2016-2017 District percentage of suspensions= $104/1364=8\%$

2017-2018 District percentage of suspensions= $44/1394=3\%$

2018-2019 District percentage of suspensions= $33/1430=2.3\%$

2019-2020 District percentage of suspensions = $42/1447=2.9\%$

The District Goals have not been met for 2019-2020. The goal was to decrease detentions by .5%. There was no decrease. In fact there was an increase of .6%.. The new goal set for 2020-2021 is 0.5%. Which will be compared in August 2021. This is to be achieved by implementing Tier II and Tier III PBIS procedures.

Objective:

1. By using PBIS strategies, increase staff training.
2. The use of counseling services.
3. Create an open relationship between the staff and students.

Activities:

1. Staff meetings
2. Teacher trainings.
3. Assemblies

Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of Education Code 48900 subdivisions (a) to (r), inclusive:

In most cases of fighting, there will be an immediate suspension of all parties. Occasionally, a student may not be suspended or receive fewer days of suspension than other parties, if evidence clearly indicates he/she was not the aggressor and in fact was under an unprovoked attack and was acting strictly in self-defense. Self-defense means the student tries everything in his/her power to evade the attack, but cannot and must use force for self-protection. Generally, fighting will result in the following consequences:

- 1st offense - 3 days of suspension
- 2nd offense- 5 days of suspension and possible Opportunity Class placement
- 3rd offense - 5 days of suspension and possible transfer to a Community School

Additional Grounds for Suspension or Expulsion:

1. Fighting/Assault
2. Possession of a weapon or dangerous object
3. drugs – possessed, sold, or furnished drugs or alcohol
4. Drugs – possession, negotiated to sale including alcohol
5. Committed or attempted robbery or extortion
6. Caused or attempted to cause damage to school or private property
7. Stolen or attempted to steal school or private property
8. Possession or use of tobacco
9. Habitual profanity or vulgarity or obscene act
10. Possession or sale of drug paraphernalia
11. Disrupted school activities or defiance of school authority
12. Received stolen property
13. Possession of imitation firearm
14. Sexual harassment
15. Harass, threaten, or intimidate a witness
16. Sale of prescription drug Soma
17. Engaged in, or attempted to engage in hazing
18. Engaged in an act of bullying, and, or cyberbullying.

The acts in this section are related to school activity or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds
- While going to or coming from school [E.C. 44807]
- During or while going to or coming from a school sponsored activity

A teacher may suspend any pupil from his/her class, for any of the acts enumerated in Section 48900 for the day of the suspension and the day following. As soon as possible, the teacher shall ask the parent/guardian of the pupil to attend a parent-teacher conference regarding the suspension. A school administrator shall attend the conference if the teacher or parent/guardian so requests. The pupil shall not be returned to the class from which he/she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal. Teachers are allowed to require make-up work by suspended pupils. [E.C. 48901]

Expulsion

The principal may recommend a pupil's expulsion, which shall be defined as suspension from regular classroom instruction for a period exceeding five (5) school days or involuntary transfer to another school for any of the acts enumerated in Section 48900. Upon recommendation by the principal, the governing board may order a pupil expelled upon finding that the pupil violated Section 48900 and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others, and that other means of correction are not feasible. [E.C. 48904.5]

Also, student discipline includes mandatory expulsions for (a) Possession, sale or furnishing of firearms; (b) Brandishing a knife; (c) sale of controlled substances; (d) sexual assault; and or (e) possession of an explosive. [E.C. 48915]

Parent/Student Liability and Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned [E.C. 48904]. Parents or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment of a reward, if any. [E.C. 48904]

The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money [E.C. 48904, Civil Code Section 1714.1]

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. 48900.1]

Disciplinary Referrals

Referrals begin the second day of school. Disciplinary Referrals are not issued for academic reasons, but only for violating discipline rules. Penalties can be issued when school rules are broken or abused. Reminding the students of correct behavior does not necessarily mean that a referral will be issued. However, referrals can be issued on a severe offense. Students should not have to be reminded of correct behavior. Those students whose behavior results in frequent referrals or a suspension may not be allowed to participate in regular school day events/activities or extracurricular activities such as: band, dances, plays, athletics, cheerleading, field trips etc. This will be at the discretion of the Principal in consultation with the teacher or teachers involved.

Rules and regulations are established to maintain an atmosphere conducive to learning. The reason for referrals being issued is to help the student realize that all society is governed by rules in the interest and safety of the public - in this case, our students. When a rule is broken it is hoped a referral will help the student remember before repeating the offense.

An effort will be made to use the best discretion possible to help the individual student. We must all work for high standards in scholastic achievement, citizenship and participation in all school activities. There will be a reward for those showing an effort.

Disciplinary Referral Procedure

The teacher will notify the parent for each referral. Before issuing a referral, the teacher will:

1. Give a verbal warning
2. Issue Reflection Sheets, so students have an opportunity to reflect upon their actions, parental contact.
3. If the improper action continues, a referral will be given
4. If a violation is serious enough, a referral or office referral may be given without warning.

Disciplinary Referral Consequences

1 referral	1-noon detention or other assigned times determined by administration
2 referrals	2-noon detentions or other assigned times determined by administration
3 referrals	3-noon detentions or other assigned times determined by administration
4 referrals	4-noon detentions or other assigned times determined by administration (Loss of End of the Year Reward Trip for 4 th -7 th grade)
5 referrals	5-noon detentions or other assigned times determined by administration
6 or more	5-noon detentions or other assigned times determined by administration, and loss of extracurricular activities for the year

After five (5) referrals the student will continue to have five (5) noon detentions or may be suspended. The principal or vice principal will call the parent/guardian.

After six (6) referrals the principal may use disciplinary steps including suspension and/or expulsion. For 8th grade students, this will include the loss of the Reward Trip and possible loss of participating in commencement exercises.

Detention

Detention is a result of students choosing not to follow the district's disciplinary guidelines and receiving a Disciplinary Referral. Detention is not to be used for academic reasons, but only for violating discipline rules. *While in detention, students will be required to be quiet, face the front of the room, and sit up straight with their feet on the floor.* Students may have the opportunity to participate in community service as an option. Students who misbehave while in detention may face suspension.

Students will report ***immediately*** to the lunch detention room when the lunch period begins. An ordered school lunch will be provided for the students. Failing to attend scheduled detention may result in suspension.

Student Search

The school principal or designee may search a student or student's locker if there is reason to believe that the student may have broken a school rule or have a concealed weapon, narcotics, stolen property, or contraband. [US Supreme Court Case: New Jersey v. TLO, (1985) 469 U.S. 325]

Tardy

Students have an adequate amount of passing time (4 minutes) between classes. Students are given two warnings. On the third tardy, a referral will be issued and detention served. Each additional tardy is a referral. If excessive tardiness continues the principal or vice principal may suspend.

Hall Pass

Teachers provide a uniform hall pass. If a student is in the hall without the pass, they may receive a referral.

Good Referral(BEST CITATIONS)

Any staff member can issue a good referral to a student for completing a good deed. (Example: picking up trash at recess or cleaning cafeteria tables at lunch.) *Three (3) good referrals can eliminate one (1) Disciplinary Referral each month, strictly for the purpose of attending Bulldog Day. Good referrals do not erase the total number of Disciplinary Referrals received throughout the school year.* There will be drawings for prizes on each Bulldog Day for students who are not in Detention or Homework Academy.

Cafeteria Rules

- Order lunch at attendance time
- Raise your hand to ask questions and be dismissed

- No running
- Keep your hands and feet to yourself
- No throwing food
- Use utensils properly
- Put everything on your tray before leaving the table and place in the trash can.
- Use quiet voices
- No eating outside of cafeteria without permission

Classroom Rules

Following are essential basic student rules for proper classroom behavior. The first week of school, each teacher will send home their specific class rules.

- Students are required to arrive in class on time and with needed materials
- Students are to be cooperative with teachers/staff and conduct themselves in a quiet and civil manner at all times.
- Students are expected to do their assigned work and homework regularly, promptly, and thoroughly.
- Students must recognize the teacher as the ultimate authority in the classroom; acts of insubordination will not be tolerated.
- Walk quietly into all classrooms.
- There is no gum, seeds, candy or food in the classrooms at any time. Parties are exceptions.
- No ball bouncing or throwing in the classroom, hall, or patio areas.
- No caps, hats, hoods or headbands will be worn in the school building. Hats must be suitable for school.
- Classrooms are to be left neat and orderly when school is dismissed.
- No student is to be in any classroom unless a teacher or adult is present.
- No toys or personal items are allowed unless you have special permission from your teacher.
- No radios, stereos, or other electronic games are allowed at school except on Bulldog Days. Any personal items taken from students will need to be claimed at school by parents only.
- No balloons unless prior approval.

School Ground Rules

- Children are expected to obey and respect the authority of ANY ADULT on the playgrounds, hallway, as well as in the classroom. They must realize directed supervision is for their safety and best interests.
- No student at school before 8:00 a.m. or after dismissal time (with the exception of athletics, band, etc.).
- No wrestling, boxing, tackling, or play fighting will be tolerated.
- HANDS ARE TO BE KEPT OFF OTHERS! No hugging, hand holding, kissing, etc.
- No running in the school breezeways or hallway.
- No throwing of any object, such as berries, twigs, etc., that could inflict injury to another person.
- No gum, candy, nuts or seeds are to be used on the grounds or in class except on designated days.
- No tree climbing, or hanging from branches. No playing in and around the shrubs.
- No playing around the drinking fountains or playing with water. Do not touch lips to the fountain for sanitary reasons.
- No playing inside or around the restroom areas. No playing or misuse of water or paper goods in the restrooms. Conserve paper at all times. Flush toilets!
- No inappropriate materials (magazines, comic books, CD's, games, silly string, etc.)
- No defacing or intentional destruction on walls or any equipment belonging to the school. Students/parents are liable for up to \$10,000 damage.

- Bell signals: All playing stops. All running, yelling, loud talking stops. Report to the classroom. Use the restrooms and get drinks before the bell rings. The bell is a signal that classes are starting.
- Passing periods to other classes: Students are expected to change classes in a quick and orderly manner. This is not a recess break. There should be no running or playing.
- Football - football fields. NO TACKLE FOOTBALL!
- Volleyball - volleyball courts
- Soccer - football field
- Basketball - basketball courts
- Softball - softball fields. NO HARDBALLS ALLOWED!

Other specific rules

- No roller-blades, skateboards, or scooters are allowed at school.
 - Tetherball
 - Play by the rules or a player can be disqualified and asked to leave.
 - On-lookers are to stay off the cement circle.
 - No swinging on the rope.
 - No kicking the ball.
 - Bars
 - Always use both hands for safety.

General rules for all games and play activities

Any student wishing to join in a game activity has that right if there is a position open. No student is to interfere with a game already started. You must wait for a turn.

CONFIDENTIAL MEDICAL SERVICES

According to Education Code 46010.1, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents or guardian.

The policy of the Lakeside Union Elementary School District is to not grant an excused absence to pupils without the consent of the pupil's parent or guardian.

The school authorities in all cases will encourage the pupil to communicate with parents regarding the need for confidential medical services and will offer support in that communication.

CURRICULUM

All students are instructed in the core subject areas (language arts, math, social studies, and science) that are based on the California State Standards. The main tool used to instruct students are instructional tools from internet platforms, and textbooks that are approved by the State Board of Education and adopted by the Lakeside Union School District. Other subject areas have frameworks that are followed.

State Testing

The California Department of Education may require students to take annual assessments.

DISRUPTION OF SCHOOL ACTIVITIES

"Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, included, but not limited to, picketing and the distribution of handbills." [E. C. 44811]

DISSECTION OF ANIMALS

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. 32255]

DRESS CODE

The purpose of the dress code is to help generate a positive learning environment for all students. The Education Code stipulates that a student's dress should not interfere with the educational process, or that it should not provide a safety hazard. Students must be neat and clean upon entering school. In accordance with this legal section, we ask that students adhere to the following:

- No items, which cause reactions by students that disrupt orderly conduct in the class and prevent the teacher from instructional activities.
- No tattooing, or excessive body piercing (ear piercing exempted).
- No items or style that advocates or denotes gang affiliation.
- Shoes must be worn at all times. Shoes must be securely attached to the heel of the student. Flip-flop type shoes are not allowed. Bare feet are not allowed.
- No clothing resembling pajamas, lounge pants, slippers, or underwear, etc.
- No clothing with excessive rips, tears, cuts, holes.
- No blankets.
- Excessively revealing or sexually suggestive clothing is unacceptable. This includes:
 - Clothing that is extremely tight fitting.
 - Mini-skirts, backless halter-tops or dresses, tube tops, tank tops (3 finger width straps are okay) or muscle shirts cut low at armpits or neckline.
 - Clothing that shows a bare midriff. When a student's arms are raised, no midriff is to be shown.
 - Shorts shorter than mid-thigh. The bottom of the shorts should be at or past the fingertips when the student is standing with arms hanging down.
 - Clothing that is transparent or revealing.
 - Any clothing that does not conceal undergarments, including straps, and underwear.
- Headgear: Caps or hoods may be worn only outside. Caps must be worn facing forward. Words or pictures that are not appropriate may not appear on the cap. Bandanas, doo rags, sweatbands, and headbands are not allowed, with the exception of hair accessories.
- Words or pictures that are not appropriate for the school environment may not appear on clothing such as obscenities, sexually suggestive, symbols representing alcohol, drugs, tobacco, or racial, sexist references etc.
- Dangerous attire: No chains attached to clothing or items with spikes or studs
- Cosmetics to the face and hair that distract from the educational process such as spray-painted or dyed hair, colored gel, extreme painting of the face, glitter, stickers, extreme hairdos (Mohawks), etc. Hair may be dyed only in natural colors. These may be acceptable on appropriate days declared by the administration.
- Writing on the body is not permitted.

The Board and administration reserve the right to declare any mode of dress or appearance that in their reasonable estimation inhibits the educational process or threatens the safety and protection of all students as unacceptable. Final determination of acceptable dress will be made by the school administration.

If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class. Parents may be required to pick up a student from school or bring appropriate clothes to school as requested by the administration. A student who continues to violate the dress code may be suspended on the grounds of defiance to authority.

It is not our purpose to prescribe specific dress for your students. We are concerned, however that our best instruction can occur when there is little distraction. We have tried to set a dress code that will accomplish this end, and yet provide parents with flexible guidelines. Your cooperation is appreciated. Marking children's clothing is an aid to you. Many articles of clothing are lost or remain unclaimed for lack of identification. Lost clothing and other articles are kept in a specific location for a short time. The school and/or school personnel are not responsible for lost items.

ELECTRONIC DEVICES

Students may possess electronic signaling devices *provided such devices do not disrupt the educational program or school activity*. This includes but not limited to cell phones, iPods, cameras etc. Electronic devices are subject to the following:

- Electronic devices may be used before or after the official instructional day only. **They must be turned off and put away during the official instructional day and at any time directed by a district employee.** This includes class time, passing periods, recess and lunch.

Any student who violates the above procedure is subject to the following disciplinary action:

- | | |
|--------------------|--|
| 1st Offense | Electronic devices will be confiscated by district employees and turned in to the Vice Principal.

Parent/guardian notified and picks up the phone. Disciplinary Referral issued to the student. |
| 2nd Offense | Same as above; including the electronic device is banned from school for the remaining part of the year. |
| 3rd Offense | Same as above; including the possibility of student suspension. |

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the student's health and the use of which is limited to health related purposes. [E.C. 48901.5] Parents/guardians must submit a written request for electronic use permission.

The district is not responsible for retrieval, replacement or any charges incurred as a result of lost, stolen or damaged electronic devices.

EMERGENCY CARD

For the protection of your child's health and welfare, we require that you fill out and return the Enrollment/Emergency Information Card. [E.C. 49408]

EMERGENCY PROCEDURES AND SCHOOL SAFETY PLANS

Lakeside School has an established Safety Plan. Notice of the Plan details is available to the public through the school office upon request, and copies are provided to local law enforcement.

At the first notice of any community wide disaster, the Kern County Office of Emergency Services will notify our district office. We will then alert our transportation department. If it is safe to do so,

buses will start their regular runs to take students home that ordinarily ride the buses. During any emergency the school will work closely with public agencies including the American Red Cross to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting public health and welfare.

If there is a local emergency, i.e., loss of electricity or water and there is a need to close school early students will remain at school until an authorized guardian picks them up, or is notified.

The following are the student release procedures in place: Release procedures will take place from an outdoor assembly area when buildings are unsafe, or from classrooms if buildings are judged safe.

- Teachers take students to the assigned areas on each playground if buildings are unsafe.
- Parents walk on to campus to retrieve their children from classrooms or the playground after checking in at the sign-out location. Parents must a release form in hand.

Parents will report to the sign-out location to fill out a release form. The form shall require the identification, signature, address, destination and phone number of the adult to whom the child is released.

The student will not be released to anyone other than his/her parent or guardian except under the following conditions:

- Parent or guardian contacts the school directly requesting release to another person.
- Parent or guardian has given written permission to release the child to another person. The school will not release a child to a person unknown to that child except with the above written permission.
- When circumstances warrant that, in the staff member in charge best judgment, it is in the best interest of a child to place him/her in an alternate place of safety.

Parents should review the above procedures with their youngster regularly, emphasizing that the regular means of getting home from school will be used except in an extreme emergency. **See the end of this handbook for the recommended emergency preparedness packet we would like for each student to have at school.**

EARTHQUAKE

The Lakeside District's earthquake emergency policy is based on the fact that the safest thing for young people in the event of a serious earthquake during the school day is to remain at school. This is for the safety and welfare of the students until roads are safe to travel.

In the case of an earthquake, do not leave the building immediately, as the greatest danger exists from falling walls and debris.

In buildings with a lot of glass, the greatest danger is from shattering glass. Students should protect themselves from falling glass by crawling under a desk or table when possible with back toward windows and face buried in the crook of the arm.

PROCEDURE FOR "DROP" COMMAND

1. If inside the school building, the student should:
 - a. Drop to their knees with their back to the window.
 - b. Fold arms on the floor close to the knees.
 - c. Bury face in arms and close eyes tightly.
 - d. Remain until "as you were"; command is given by the teacher in charge.
2. If outside the school building, the student should:
 - a. Find an open area.
 - b. Drop to the ground, and curl up.
 - c. Remain until "as you were"; command is given by the teacher in charge.

EVACUATION PROCEDURES

Teachers will evacuate their students from the building as soon as all motion ceases and debris has stopped falling. Each teacher will use the safest route to get to the assembly area.

As it becomes safe, children will be bused home or released to parents by the principal. Children must be signed out at the assembly area by the parent, guardian or person on the emergency card.

FIRE DRILL

When the alarm sounds:

1. Students walk silently in a single file from the room.
2. Students stand silently.
3. Attendance will be taken outside by the teacher and reported to the principal or vice-principal.
4. When the all clear sounds, students shall return to the classroom.

ENRICHMENT CLASSES

Students in the middle school grades may be given the opportunity to explore and become acquainted with the band. This can be a means of developing special skills and hobby interests. Classes may change to different interests at the beginning of a new quarter. A parent signature is required.

Enrichment classes will not be available for students considered at-risk of failing or consistently fail to complete homework. These students will be placed in an intervention program or a study skills class.

FIELD TRIPS

Our teachers arrange field trips that are intended to extend and enhance the curriculum. You will be advised in advance of field trips. Your *written permission* will be required before your child will be allowed to participate. You are encouraged to return permission slips promptly in order for your child to participate.

If the field trip return time is past the normal dismissal time, parents need to promptly pick up their child. If the child is not picked up within 15 minutes after the scheduled return time, he/she may not be eligible for the next field trip or after school activity.

As part of the 6th grade science curriculum, students take an annual 5-day field trip to Kern Environmental Education Program, Camp KEEP. Due to the length of the trip, the living arrangements, and overall nature of outdoor learning, good conduct is of utmost importance. Therefore, each student will be held to behavioral standards in order to attend the trip. These standards will consist of no more than three disciplinary referrals and no more than one suspension prior to the Camp KEEP trip. Students who do not meet these standards may not attend the Camp KEEP trip; it will be at the Principal's discretion.

FOG DELAY

The local radio and television stations will carry the announcement starting between 6:30 and 7:00 a.m. You may also want to log on to the Internet <http://alertline.kern.org>

In the event of a fog delay, buses will run **two hours later than normal**. Classes will begin when the buses arrive at school. No breakfast will be served on fog delay days. Should the fog be severe enough, school will be closed for the day. Continue to listen to the radio and television stations for announcements concerning delays and/or closures. Students may be required to make up any day lost due to fog. Dismissal time will be at the regular time. If a Minimum Day is scheduled and a Fog Delay is declared, the Minimum Day will be cancelled.

When an IEP/504 meeting is scheduled and a two-hour Fog Delay is declared, the following procedure will be implemented:

- Kindergarten-5th grade, 7:30 am meetings will be rescheduled to 2:30 pm the same day.

- Middle School, 8:15 am meetings will be rescheduled to 3:25 pm the same day.
- Student Success Team Meetings will be rescheduled to a different day

GRADUATION

The Board of Trustees believes that graduation from public school implies that the student has satisfactorily completed the course requirements as prescribed by the board. Graduation exercises shall be marked with dignity and simplicity and shall be of a pleasant and memorable type. Graduation exercises shall be planned by the principal and teachers involved. Diplomas of graduation shall be presented to each pupil completing the 8th grade.

Changes in the federal law now require that the district inform you that we intend to send the records of your child to the appropriate high school. These records include a history of your child's attendance, grades, work habits, test scores, and health history. You may make an appointment to inspect these records at the school before June 1. You may request a copy of the records at twenty cents per page. You may challenge, in writing, any item in the records.

GRADUATION CRITERIA

1. All students must attain an academic achievement of 2.0 GPA as certified by the homeroom teacher.
2. No student shall graduate who has a chronic record of being absent without satisfactory reason. A doctor must verify any lengthy absence due to illness. If a student's total number of days of absence exceeds 10% of the total school days and no verification of illness is forthcoming, that student will be declared ineligible to graduate.
3. Any student who anticipates graduating must retain a respectable level of conduct with no more than six (6) referrals or two (2) suspensions. It will be up to the discretion of the Board of Trustees if there is a single occasion of severe behavior that warrants a student to be denied the privilege of participating in graduation ceremonies.
4. Any student wishing to participate in the graduation ceremonies must be in attendance (except for an emergency) the last full week of school.
5. Double promotions must be made previous to or at mid-year before any student can qualify for graduation, i.e., a 7th grade student may be promoted to the 8th grade.
6. Graduation dress code: Gowns will be furnished by the school and loaned to the students. Gowns must be worn for the ceremony. At a minimum, the school dress code applies. No shorts, sunglasses, or accessories allowed unless approved by administration prior to ceremony.
7. Any student found to be in possession of any alcoholic beverages, illegal drugs, or narcotics at any time throughout his 8th grade year should not be permitted to take part in the graduation ceremonies.
8. Any 8th grade student who has a chronic record of juvenile hall detention will not be allowed to take part in any graduation ceremonies.
9. Any 8th grade student who enrolls during the last five weeks of his/her last year will not be included in the graduation ceremonies unless acceptable documentation is received by the district that the student has achieved an academic level commensurate with the district standards.
10. Any student with any of the above violations will have their report card and diploma mailed to them.
11. Students must meet the Social Promotion and Retention requirements of the district.
12. A student's diploma will not be released if there are any outstanding charges for lunches, library, textbooks or etc. for the parent or student. Also, diplomas will be held for any student needing to complete a summer program for completion of the 8th grade (proof of completion will be required).
13. Graduation Reward Trip and/or Graduation Party misconduct may result in being ineligible to participate in the graduation ceremony.
14. The graduation ceremony is meant to be a dignified event with proper decorum. Students not exhibiting proper decorum during the ceremony may be removed from the ceremony.

GRADUATION REWARD TRIP/PARTY CRITERIA

1. No student shall attend the graduation trip that has a chronic record of absence without satisfactory reason. A doctor must verify any lengthy absence due to illness. If a student's total number of absence days exceeds 20% of the total school days and no verification of illness is forthcoming, that student will be declared ineligible to attend.
2. No student shall attend the graduation trip or party if he/she receives more than six (6) referrals or two (2) suspensions during the school year.
3. Any student who anticipates going on the trip or to the party must retain a respectable level of conduct. It will be up to the discretion of school administration and/or the Board of Trustees if a student's public behavior warrants a dismissal from the trip or party.
4. Any student found to be extremely disrespectful to school personnel (certificated or classified) shall be refused permission to take the trip or go to the party.
5. Any student found to be in possession of any alcoholic beverage, illegal drugs, or narcotics during any time throughout his/her 8th grade year (either on school grounds or elsewhere) shall not be permitted to make the trip or go to the party.
6. Any student picked up on the trip for violation of alcohol, drugs, or stealing will be held at a security facility. Parents will be notified to pick them up. Those students will NOT return on the Lakeside bus.
7. Upon arrival at the destination, students will be under the direct supervision of the park security.

HEALTH EDUCATION

AIDS PREVENTION INSTRUCTION

School districts are required by law to ensure that all pupils in grades 7th through 12th receive AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in junior high or middle school and once in high school. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use are the most effective means for AIDS prevention. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities. The instructional materials related to this instruction are available for your inspection. Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent or guardian's religious training or beliefs. [E.C. 51201.5]

Sex Education Sex education courses are offered as optional classes. You have the right to request in writing that your child not attend these classes. You may withdraw this request at any time. You also have the right to inspect and review the instructional materials to be used in these classes prior to the holding of such classes. [E.C. 51550, 51553]

VENEREAL DISEASE EDUCATION

Because sexually transmitted diseases have become a growing problem in our society, this topic will be discussed in the health course in grades 6th through 8th. A discussion of this topic shall emphasize that abstinence from sexual intercourse is the only protection that is 100% effective against not only sexually transmitted diseases, but also unwanted teenage pregnancy and AIDS. All material and instruction dealing with these topics shall be age-appropriate and in accord with criteria established by law. [E.C. 51551]

HEALTH SERVICES

General Health Students should be free from disease, fever, colds, sores, and skin rashes. If any of these are present, your child should be kept home until all signs and symptoms are gone. If your child is

absent from school, either phone or send a note to report the reason (see Attendance instructions). When your child returns, he is to report to the office as soon as he gets off the bus and before school begins to pick up his "Admit to Class" slip. If your child has a communicable disease, a doctor should be consulted as to the care and when your child should return to school. A doctor's note is necessary before a student can be excused from physical education for more than two days. Parents should inform the classroom teacher, school nurse, or office staff concerning special health needs. A health record is on file for each student.

Immunizations

Immunizations must be up-to-date before admission to any K-12 school program is granted. To enter or transfer into a public elementary and secondary schools children under age 18 years must have immunizations as outlined below. New 7th grade entry requirements went into effect 7/1/99. A varicella requirement for kindergarten went into effect 7/1/01.

Personal belief exemptions will no longer be permitted beginning January 1, 2016. Personal belief exemptions submitted before January 1, 2016 are valid until the child enters kindergarten (including transitional kindergarten) or 7th grade. Valid medical exemptions from a California licensed physician are not affected and will continue to be accepted. Senate Bill (SB) 277. For children with medical exemptions, the physician's written statement should be stapled to the CSIR. Lakeside School maintains an up-to-date list of pupils with exemptions so they can be excluded quickly if an outbreak occurs. If an outbreak of a communicable disease occurs at school, the non-immunized student will be excluded for his/her own safety until such time as directed by Health Officials or district administration. [Health and Safety Code section 120335]. Vaccines and required doses are

Table A, “California Immunization Requirements for Pre-Kindergarten,” sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a pre-kindergarten facility.

TABLE A: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR PRE-KINDERGARTEN¹

AGE WHEN ADMITTED	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION^{2 3}				
2 through 3 months	1 Polio	1 DTaP	1 Hep B	1 Hib	
4 through 5 months	2 Polio	2 DTaP	2 Hep B	2 Hib	
6 through 14 months	2 Polio	3 DTaP	2 Hep B	2 Hib	
15 through 17 months	3 Polio	3 DTaP	2 Hep B	1 Hib ⁴	1 Varicella
	On or after the 1st birthday:				1 MMR
18 through 5 years	3 Polio	4 DTaP	3 Hep B	1 Hib ⁴	1 Varicella
	On or after the 1st birthday:				1 MMR

¹ A pupil's parent or guardian must provide documentation of a pupil's proof of immunization to the governing authority no more than 30 days after a pupil becomes subject to any additional requirement(s) based on age, as indicated in Table A.

² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁴ One Hib dose must be given on or after the first birthday regardless of previous doses. Required only for children who have not reached the age of five years.

Table B, “California Immunization Requirements for Grades K-12,” sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a school.

TABLE B: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR GRADES K-12

GRADE	NUMBER OF DOSES REQUIRED				
ADMITTED	OF EACH IMMUNIZATION^{1 2 3}				
K-12 Admission (7th-12th)⁸	4 Polio⁴	5 DTaP⁵	3 Hep B⁶	2 MMR⁷	2 Varicella
7th Grade Advancement					
9 10	2 Varicella¹⁰	1 DTaP⁸			

¹ Requirements for K-12 admission also apply to transfer pupils.

² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁴ Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

⁵ Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

⁶ For 7th grade admission, refer to [Health and Safety Code section 120335](#), subdivision (c).

⁷ Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

⁸ For 7th through 12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

⁹ For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.

¹⁰ The varicella requirement for seventh grade advancement expires after June 30, 2025.

(See your doctor for details)

A pupil may not be admitted to school unless he/she has been fully immunized against. The required immunizations are available from the County Health Officer or a physician. Documentary proof of immunization is required upon admission. It is the policy of this district that there is no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted.

This district cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the district may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted. [E.C. Section 49403]

The Hepatitis B vaccine is *required* by the State of California for any student entering 7th grade. The HepB is a three dose series. A second dose of the MMR is also required. Please update your student's school records.

Physical Examination

Good health is important to your child's learning and successful academic career. State law requires that each child enrolling in 1st grade must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. District policy requires the examination be made prior to starting kindergarten.

If parents want their child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. section 49451]

You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention (CHDP). For information, call the Kern County Health Department at 861-3010 [Health & Safety Code 323.5, 324.2, 324.3; E.C. 48211, 49450]

Periodically, examinations may be given to all students for head lice. If lice are found on the student, the student will be excluded from school until all nits are killed and removed.

Assistance with Medication to be Given During the Day; Epinephrine

Any member of the school staff NEVER gives aspirin to any student. [E.C. 49423]

All medications are to be turned in to the nurse or school office. The school nurse or other school personnel may assist any student who is required to take medication that is prescribed by a physician, during the school day, if the district receives:

1. Written statement from the physician detailing the method, amount and time schedule by which such medication is to be taken; and,
2. Written statement from the parent/guardian of the pupil, indicating the desire that school district personnel assist the pupil in the matters set forth in the physician's statement, and holding the district, its officers and employees harmless for any personal or property damage resulting from such assistance; and,
3. Medication must be in the original prescription container; and
4. Parent release statements and forms provided at the back of this book are to be completed, properly signed, and returned to the school office to be kept on file.

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the superintendent of the medication being taken, the current dosage, and the name of the supervising physician. [E.C. section 49480]

State law now allows students with doctor authorization to carry and self-administer auto-injectable epinephrine medication. Students may also carry and use sunscreen without a doctor's note or prescription, and may also wear sun protective clothing [E.C. section 35183.5]

Vision and Hearing Appraisal

Children in kindergarten through 8th grade will have vision checks by authorized personnel, unless you present to the school a certificate from a physician or optometrist verifying prior testing. The school district is required to provide for the testing of the sight and hearing of each student enrolled in the schools. [E.C. 49452, 49455]

The provisions of this section shall not apply to any child whose parents or guardian file with the principal of the school, a statement in writing that they adhere to the faith and teachings of any well-organized religious sect, denomination, or organization and in accordance with its creed, principles, or tenets, depend upon prayer for healing in the practice of their religion. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the condition does not exist. [E.C. 49451]

SCOLIOSIS SCREENING

If your child is enrolled in grades 7th or 8th, and is suspected of having curvature of the spine, please notify the school office. If your child is identified at school as having this condition, you will be notified. [E.C. 49452.5]

INFECTIOUS DISEASE PLAN

Introduction

A pandemic occurs when a new virus emerges that is different from seasonal flu or other known viruses and spreads quickly between people, causing illness worldwide. Most people will lack immunity to the new virus and a vaccine may not be available right away. A pandemic has the potential to overwhelm normal operations in educational settings.

Furthermore, schools tend to be affected by infectious disease outbreaks more than other settings. This is because children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets and their ineffective hand washing. As a school district, we play an important role in protecting the health of our students and staff from contagious diseases.

When a new virus emerges, it can take up to 6 months before a vaccine is widely available. When a vaccine is not available, non-pharmaceutical interventions (NPIs) are the best way to help slow the spread of disease. They include personal, community, and environmental actions. These actions are most effective when used together. NPIs also can provide protection against other infectious diseases in schools.

As educators, we play a key role in infectious disease readiness. Planning for and practicing NPI actions will help our school respond more effectively when an actual emergency occurs.

About this plan

This pandemic/infectious disease plan provides guidance for reducing illness at school on a regular basis as well as procedures during infectious disease outbreaks and pandemic periods.

This plan includes:

- 1. Outlines a countywide response to illness outbreaks**
- 2. Strategies to prevent and reduce the spread of infectious diseases within our schools**
- 3. Procedures for temporarily canceling school due to an infectious disease outbreak**
- 4. Considerations for reopening schools**

Plan goals

We will utilize this plan to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses
- Ensure accurate and timely information dissemination

Countywide response to illness outbreaks

The Kern County Public Health Department is the lead agency during a public health emergency in Kern County, such as an infectious disease outbreak or pandemic.

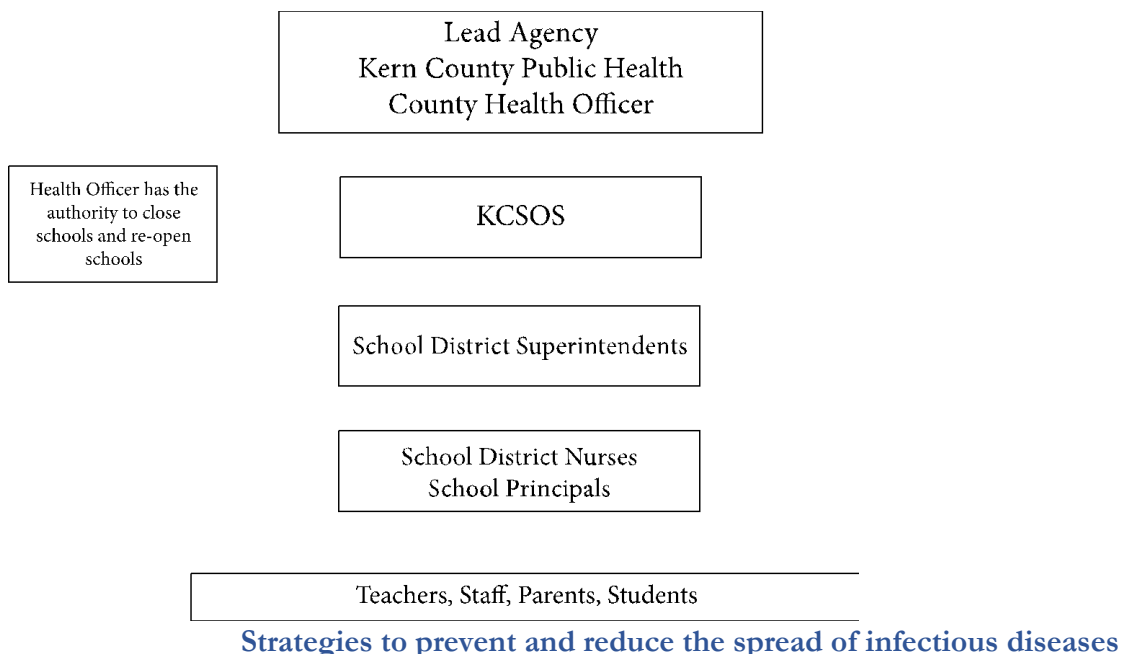
In a public health emergency, Public Health may direct specific actions to control the spread of disease in schools and in the community.

The Health Officer has legal authority to take actions necessary to prevent the spread of disease. This includes the legal authority to dismiss schools and re-open schools.

As lead agency in a public health emergency, the Public Health Department is:

- The primary point of contact for information on the disease outbreak or pandemic including:
 - Case definition and symptoms
 - Exposure and infection control
 - The need to dismiss schools and/or re-open schools
(reference: *Health & Safety Code 120175*)
- The single point of contact for instructions related to school district response, including infection control instructions and school dismissal.
- The primary point of contact — in partnership with the Kern County Superintendent of Schools — for content of information distributed by the school district to parents, students, teachers and staff.

Countywide response



How Germs Spread

Illnesses such as the flu (influenza) and viruses such as Norovirus (sudden and violent nausea, vomiting and diarrhea) and the common cold are caused by viruses that infect the nose, throat, lungs and/or gastrointestinal tract. The flu and colds usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person.

Norovirus is spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus.

Disease Prevention & Education

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention.

Lakeside Union School District will provide hand washing, coughing, and sneezing education at any time there is a suspected outbreak and during the school year as requested by staff. Lakeside Union School District nurses will have illness/disease prevention information current and up to date on our website www.lakesideusd.org.

During times of suspected or identified infectious disease outbreaks, the Lakeside Union School District will coordinate with the **Kern County Superintendent of Schools** and the **Kern County Public Health** to address the outbreak at the school level and may host vaccine clinics at our schools for students and/or staff.

Lakeside Union School District basic educational message is:

- Cover Your Cough
- Wash Your Hands Often
- Stay Home If You're Sick
- Wear appropriate PPE (Personal Protective Equipment):

Cover Your Cough: Students are taught coughing and sneezing etiquette as outlined below. An ample supply of tissue is available in each classroom and school common areas.

- Cover your mouth and nose with a tissue when you cough or sneeze OR
- Cough or sneeze into your upper sleeve, not your hands.
- Wash your hands after you cough or sneeze.

Wash Your Hands Often: Hand washing with soap and water (cold or warm) is the best option. Staff are encouraged to provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing in hands, at the beginning of the lunch line before eating, after bathroom use, and after recess.

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under clean, running water.
- Dry hands completely with a paper towel. Use a paper towel to turn off faucet handles and open restroom doors.

When there is no access to a sink, as on a field trip, alcohol-based (at least 60% alcohol, dye-free and fragrance-free) liquid or foam hand sanitizer or alcohol-based sanitizer wipes may be used. Hand sanitizers are not a substitute for handwashing.

Stay Home if You're Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers.

- **Too sick policy**

General Health Students should be free from disease, fever, colds, sores, and skin rashes. If any of these are present, your child should be kept home until all signs and symptoms are gone. If your child is absent from school, either phone or send a note to report the reason (see Attendance instructions). When your child returns, he is to report to the office as soon as he gets off the bus and before school begins to pick up his "Admit to Class" slip. If your child has a communicable disease, a doctor should be consulted as to the care and when your child should return to school. A doctor's note is necessary before a student can be excused from physical education for more than two days. Parents should inform the classroom teacher, school nurse, or office staff concerning special health needs. A health record is on file for each student.

Illness/Disease Monitoring & Tracking:

Staff are trained to be alert to children who are ill. Examples of symptoms include: fever, frequent cough and/or sneezing, sore throat, vomiting/diarrhea. These students will be sent to the office for evaluation. Be careful not to assume that your "frequent flyer" is faking as they might really be ill.

During times of a potential infectious disease outbreak, school nurses or staff designated as school health assistants will implement a surveillance system to detect unusual rates of diseases in our schools. They will

monitor illnesses daily, track illness trends and report to the school site principal. Once a pattern is identified, the Kern County Health Department will be notified as necessary.

Wear appropriate PPE (Personal Protective Equipment): During periods of suspected or identified infectious disease outbreaks, school nurses or health assistants will protect themselves by wearing appropriate PPE when helping sick students; this includes gowns, gloves, eye protection and facial mask. Students who have a cough with a fever or are sneezing with a fever will be isolated and asked to wear a mask until parents pick them up. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. The use of a mask is common in health care facilities and helps to contain their secretions until they are sent home. It does not mean they are infected with a specific virus. (Large quantities of medical masks are kept at each main school site with their emergency supplies and can be divided up and distributed to schools if needed.) If the student is unable or unwilling to wear a mask, the individuals helping the sick person will need to wear a mask in addition to any other appropriate PPE (gown, gloves and eye protection).

Disinfection & Cleaning Procedures

Common School Areas / Classrooms: Commonly touched surfaces such as stairway railings, door handles, computer keyboards, bathroom faucets and surfaces, drinking fountains, telephones, and elevator buttons will be cleaned by wiping them down frequently with a general cleaning solution.

In the event disinfecting surfaces becomes necessary due to an infection disease outbreak, an **EPA-registered disinfectant** should be utilized and consideration will be given to increasing the frequency of cleaning these commonly touched surfaces and areas based on the nature of the disease.

NOTE: Per California Education Code 17614, any EPA-registered disinfectant may only be used by staff who have been annually trained on the safe and effective use of pesticides on school sites.

Furthermore, when an employee or student with a suspected infectious disease is identified and has left the building, his or her work area, along with any other known places they have been, will be thoroughly cleaned and disinfected.

The person cleaning and disinfecting (usually a trained custodian) should wear a mask and gloves and should discard them afterwards. Hands will be washed or sanitized at the completion of the procedure. **During times of a specifically known or suspected disease outbreak, the school district will consult public health both locally and statewide to determine if there is a proper way to discard waste.**

School Buses: School buses are cleaned by the drivers on a regular basis during the normal school year. However, during periods of suspected or confirmed infectious disease outbreak, consideration will be given to increasing the frequency of cleaning schedules, possibly at the end of each route (morning and afternoon) based on the nature and spread of the disease and guidance from the Kern County Public Health Department. Bus drivers may also consider wearing masks while on route, for their personal protection.

Food Service Protocols: Lakeside Union School District follows Hazard Analysis and Critical Control Point (HACCP) principles in each step of the food preparation process, from receiving to service. In addition, independent health and safety audits are administered throughout the school year and Lakeside Union School District also participates in two local health and safety audits each year. Staff members participate in regular safety training and are not to allow staff to come to work if they have a fever, diarrhea or vomiting.

During periods of suspected or confirmed infectious disease outbreak, Lakeside Union School District will consider the need to make modifications to our services based on the severity and nature of the outbreak. This could include discontinuing the use of self-serve salad bars, serving sack lunches instead of cafeteria style lunches, having more stringent sick employee policies, etc.

Social Distancing: During suspected or identified infectious disease outbreaks, several social distancing measures will be taken to reduce the spread of an infectious disease. These include:

- Discourage hand shaking.
- Discourage the sharing of drinks or eating out of the same chip bag, etc.
- Avoid touching your eyes, nose or mouth.
- Avoid face-to-face meetings; if unavoidable, maintain a distance of 3 feet between individuals.
- Cancel or postpone non-essential meetings, gatherings, assemblies, field trips, workshops or trainings.
- Consider setting up staggered shifts or flexible hours to reduce crowding in district office facilities.

Procedures for canceling school due to an infectious disease outbreak

Lakeside Union School District will collaborate with Kern County Public Health and Kern County Superintendent of Schools to monitor disease outbreaks in our schools and to determine if and when school should be cancelled.

The health department will also help us decide the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc., based on the nature of the specific disease.

Legal Authorities for Cancellation of School: The Lakeside Union School District Superintendent has the authority to cancel classes when he deems it necessary for the health and safety of students and staff. In the Superintendent's absence, the Assistant Superintendent/Principal can authorize a school closure in the superintendent's absence is authorized to cancel school/classes.

In the event of a local infectious disease outbreak within the Lakeside Union School District, the district will work in partnership with the Kern County Public Health Department when making a decision to close school. In the event of a local, community-wide infectious disease outbreak, authority is granted to the local Health Officer to close schools/cancel classes in an emergency or to protect the public's health (*reference: Health & Safety Code 120175*).

If school is cancelled due to an infectious disease outbreak, all other school-related gatherings (athletic events, concerts, after school activities, field trips, etc.) will also be cancelled. In some cases, non-academic events may be cancelled even if classes are not cancelled.

Communicating with Stakeholders: Lakeside Union School District is committed to providing accurate, consistent, and timely communications with staff, students, and parents to instill and maintain public confidence in our schools. We will coordinate with Kern County Superintendent of Schools and Kern County Public Health, to disseminate critical information, to develop and deliver common health

messages and educational materials in English and Spanish, and to demonstrate the school district is taking reasonable action to preserve the safety and health of our staff and students.

Information will be disseminated via our normal emergency communication methods: staff email, web site postings, 24-hour information line, parent letters, school newsletters, television and radio broadcasts, and mass phone call system as needed.

Continuity of Operations Plan: Certain essential district-level functions will need to continue even during a school closure situation. *Essential Services* may include:

- Payroll, Accounts Payable
- Communications & Technology (website, press releases, learning at home resources, etc.)
- Facilities Coordination (with Red Cross, Health Department, etc.)
- Emergency Operations Center (planning for reopening of schools.)

Lakeside Union School District will identify *Essential Personnel* who will be needed to carry out essential services and determine if those services can be accomplished at home (by computer, through emails, conference calls, using Skype, etc.) or by staggering work schedules and locations and using social distancing measures. Essential personnel who report to work during a school closure will take precautions and wear personal protective equipment (masks, gloves, gown and eye protection, etc.) to protect themselves from infectious disease. If indicated, the district nurses will train and provide essential personnel with N-95 respirators. If a vaccine becomes available and is in limited supply, essential personnel may be on the school district's priority list for receiving the vaccine.

Schools as alternative care sites: If schools are closed due to an infectious disease outbreak, the school sites may be needed by Kern County Public Health as a public health site for vaccine distribution, quarantine, etc. As part of their safety plan, schools are required to establish procedures to all a public agency to use school buildings and grounds for emergencies involving health and welfare (*reference: California Education Code 32282*)

Continuity of meal programs: If schools are closed, the school district will decide if we will provide meals for students who are on the 'free and reduced meals' designation. It may be possible to set up a schedule to distribute sack lunches at the already established summer food distribution sites or at other locations as deemed necessary. Social distancing measures for preventing the spread of disease will need to be considered.

Continuity of instruction: In the event schools are closed for an extended period of time due to an illness outbreak, the district will deploy the following strategies to ensure students continue learning while away from school.

Google classroom,

email accessibility to teachers,

take-home one-on-one technology, etc.)

HOME AND SCHOOL RELATIONS

Parents are always welcome to visit classrooms and discuss their students with the teacher. It is important, however, that such visits do not interrupt the instruction of the class. Please make arrangements at least one day prior to the requested appointment. The teacher will be able to visit with you before and after school by appointment. **When there is a school problem, the following procedure is suggested:**

- First, discuss the problem with the teacher or other adult involved in the incident.
- Second, arrange a meeting with the teacher.
- Third, arrange a meeting with the Vice Principal or Principal

Do not expect a conference when the instructor is in a teaching situation. The instructor's first obligation is to the class in session. Please schedule an appointment so full attention can be given as well as records and reports shown and discussed

HOMEWORK

The homework program will serve as an important link between home and school, keeping parents/guardians informed by reinforcing and extending school learning, experiences, and interests. Homework is also a way to help your child to develop work and study habits that will assist him/her throughout the years spent in school, and communicate to students the idea that learning and success takes work at home and school. Homework should encourage family involvement as well.

The daily amount of time for homework will vary depending upon the maturity, abilities, and individual needs of students as well as the requirements of the course/subject. Amounts may vary from student to student and class to class.

Kindergarten through 3rd grades may have approximately 30 minutes per night, 4th and 5th grades may have approximately 45 minutes per night, and 6th through 8th grades may have approximately 1 hour per night of homework.

Purposes for homework are to:

- Complete class-work which if not completed at school.
- Reinforce school learning by encouraging students to assume the responsibility for the necessary and appropriate practice for mastery and application of basic skills and concepts.
- Provide students with opportunities to research, to investigate, to study, and to work independently, utilizing home and community resources.
- Provide opportunity for students to express themselves and receive recognition through various independent activities (i.e., science experiments, reading for pleasure, and special interest projects).
- The parent/guardian is encouraged to accept responsibility for their child's success by providing a suitable time and quiet place for home study, as well as encouraging the child to complete assignments.

Parents can help their child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose.

- Be aware of your child's homework every day.
- Be interested and ask him/her to share and explain the homework to you.
- Remember that homework is the child's work – not the parents.
- Set a regular homework time each day.
- Provide a quiet place to work and study.

STUDENT BINDER

Each student in grades 6th through 8th is should have a binder with the following items:

- Dividers to separate subject areas.
- Pens and pencils ready for use.
- Highlighter
- A zip lock bag for pens and pencils.
- An adequate supply of binder paper.
- A student assignment booklet that can be purchased at school or any school supply store.

In addition, students may be asked to have specialized materials for specific classes.

STUDENT ASSIGNMENT BOOKLET

Each student in grades 6th through 8th is requested to have an assignment booklet that can be purchased from school or any school supply store.

Student's Responsibilities:

- Write down assignments for each class.
- Make sure all assignments are completed and turned in on time.

Parent's Responsibilities:

- Check your child's assignment book daily and make sure assignments are completed and turned in on time.
- If there are any concerns about your child's progress in a class, contact the teacher by writing your concern in the assignment book or calling the school.

Teacher's Responsibilities:

- Clearly state and write assignments so students can write them down correctly.
- Make periodic checks to make certain that the assignment book is being used correctly.
- Respond to parents written concerns in the assignment book.

MAKE UP WORK

Students have homework most nights. Teachers are not required to give make-up homework or tests when the absences have not been cleared. Requesting make-up work is the student's responsibility. As a general rule students will be given the opportunity to make up work missed because of an excused absence to receive full or partial credit.

FAILURE TO DO HOMEWORK

Since homework is an extension of the regular classroom learning process, its completion in a consistent, diligent, and timely manner is important. Failure to complete homework consistently will have an adverse effect on the student's academic achievement and grades. Students habitually choosing not to complete homework may be excluded from extracurricular activities, assigned to the Homework Academy during 8th period, and Homework Academy during Bulldog Day. In addition, students in 4th/5th grade who have been assigned to more than three (3) Bulldog Day Homework Academies will be ineligible to attend the end of the year reward trip.

Students in middle school who have been assigned to more than one (1) Bulldog Day Homework Academy will be ineligible to attend the end of the year reward trip.

HONOR ROLL/PRINCIPAL'S AWARD

Students who have a grade point average between 3.00 and 3.49 will be on the Honor Roll. The Principal's Award will be selected from students in grades 4th through 8th who maintain a 3.5 grade point average in all graded subjects.

At the end of the year the students are given special scholarship recognition at a special activity and at the awards assembly.

INTERNET & ON-LINE SITES

The following policy governs student use of the Internet. "Before anyone may take advantage of the Internet access provided by the district, we will require that they receive appropriate orientation and instruction." If harmful, obscene, and/or inappropriate sites are visited as defined by Penal Code 313(a) the student must follow the appropriate procedure prescribed below and in the Internet Use Agreement attached in the back of this book. Also, students are prohibited to use chat rooms, student e-mail or unauthorized web site addresses, and do commercial transactions. All student users' parents/guardians will be required to sign an Internet Use Agreement. In addition, all users must review this Internet Policy; Rules for Internet Etiquette and the list of prohibited uses, and agree to abide by them. All reasonable policies will guard the identity and pictures of individual students. Access to the Internet is a privilege and it will be withheld or withdrawn from anyone who fails to abide by this policy and the applicable rules.

Students may receive disciplinary consequences if the following procedures are not followed when an inappropriate site is encountered.

1. The student should immediately turn off the monitor.
2. The student should raise his or her hand and quietly inform the teacher.

LOCKERS

Lockers may not be available for the 2021-2022 school year due to the COVID pandemic.

Lockers are provided for middle school students to be used for the storage of books and other school supplies. Having a locker is a privilege and not a right. Damaging it in any way or defacing it with stickers may result in denial of locker use. Students may be required to share a locker because there are not enough lockers for each student. Personal articles of value must not be kept in lockers; students do so at their own risk. The school is not responsible for the content of students' lockers. The school reserves the right to make periodic inspection of student lockers to determine if they are being used properly.

- Students will be assigned lockers.
- Students may use lockers from the 8:50 A.M and during passing periods.
- Students may use lockers at the beginning and end of lunch period.
- Students **will not** be allowed to go to their lockers during class time or during passing times without a teacher's approval.
- It is recommended that each student have a lock. Combination or key locks are acceptable, however if a student forgets the combination or loses the key the lock will be cut off.
- Students who violate any locker policy may lose locker privileges for one quarter.

MINIMUM DAYS

Minimum days are: Back to School Night, Open House and the Friday before Christmas and spring vacations. There will be five minimum days for Parent Conferences at the end of the 1st quarter and two minimum days at the end of the 3rd quarter, and the last day of school. If any other days are added, you will be notified as soon as possible. If a Minimum Day is scheduled and a Fog Delay is declared, the Minimum Day will be cancelled.

PARTIES AND DANCES

Parties for Kindergarten through 5th grade and are limited to three per year: Christmas, Valentine's Day and Easter. Parties for 6th through 8th grades are limited to winter break and the last day of school. The Booster Club sponsors these and agrees upon refreshments. No other parties should be held during school time.

The student body has a maximum of three dances per year. 6th through 8th grade students may attend. The dances are usually scheduled before a holiday or on Fridays.

Students must be in the cafeteria within 15 minutes of the dance starting time and must be picked up within 15 minutes of the ending time. If they are not, they may not be allowed to attend the next dance or school activity.

PERSONAL ITEMS

Animals are not allowed on the bus and could be injured at school. Leave pets at home! Toys, radios, tape recorders, cameras, speaker systems, hand held video games and other valuable items should never be brought to school. There is always a chance they may be broken or stolen at school. **If this should happen, the school is not responsible.**

Student store days are announced in advance. For this it is permissible to bring a small amount of extra money. If it is necessary to bring large amounts of cash to school, this should be deposited with office personnel.

Occasionally, primary students may have special days when the teacher will ask them to bring some special item from home for sharing time. This can be approved; however, pets are to be brought by parents.

For reasons of safety, students are forbidden to carry knives, matches, or any item that could prove dangerous and will be subject to suspension.

Student deliveries of balloons, flowers, candy, and/or etc. will not be accepted.

PESTICIDE USE NOTIFICATION

The district has implemented an integrated pest management program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds. [EC 17612 and 48980.3]

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff and parents of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows:

Name of Pesticide	Active Ingredient(s)
Nylar IGR	2-[1 Methyl-2(4-Phenoxyphenoxy)ethoxyl]pyrdine
OptigardAnt Gel Bait	Thiamethoxam
Pendulum Aqua Cap	Pendimethalin
Ranger Pro	Glyphosate
Tempo SC Ultra	Beta-Cyfluthrin
Tempo Ultra WP	Beta-Cyfluthrin
Trimec	Dicamba
Vendetta Plus Cockroach Gel Bait	Abamectin B1
Wasp Freeze	d-Trans Allethrin

If you wish to receive notification of individual pesticide applications at the school facility, please contact the school. You will receive notification at least 72 hours prior to the application.

Information regarding pesticide information may be obtained at the website for the California Department of Pesticide Regulation at [www:/apps.cdpr.ca.gov/schoolipm/](http://apps.cdpr.ca.gov/schoolipm/).

DRINKING WATER AT LAKESIDE SCHOOL

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Este informe contiene información muy importante sobre su agua potable.
Por favor hable con alguien que lo pueda traducir

Lakeside School Has Levels of Arsenic Above Drinking Water Standards

Our water system failed a drinking water standard. Although this is not an emergency, as our customers, you have a right to know what you should do, what happened and what we are doing to correct this situation.

We routinely monitor for the presence of drinking water contaminants. Testing results collected on January 21, 2021 show that our system exceeds the standard, or maximum contaminant level (MCL), for arsenic. The standard for arsenic is 10 ug/L (micrograms per liter). The average level of arsenic was 15 ug/L.

What should I do?

- **You do not need to use an alternative (e.g. , bottled) water supply.** However, if you have specific health concerns, consult your doctor.
- This is not an emergency. If it had been, you would have been notified immediately. However, *some people who drink water containing arsenic in excess of the MCL over many years may experience skin damage or circulatory system problems, and may have an increased risk of getting cancer.*
- If you have other health issues concerning the consumption of this water, you may wish to consult your doctor.

What happened? What was done?

We are currently working with the City of Bakersfield and the State Water Resources Control Board, so we may possibly consolidate with the city for drinking water. We anticipate resolving the problem soon.

For more information, please contact Gilbert Garcia at 661-831-3503 or at the following mailing address: 14535 Old River Road, Bakersfield CA 93311.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

Secondary Notification Requirements

Upon receipt of notification from a person operating a public water system, the following notification must be given within 10 days [Health and Safety Code Section 116450(g)]:

- SCHOOLS: Must notify school employees, students, and parents (if the students are minors).
- RESIDENTIAL RENTAL PROPERTY OWNERS OR MANAGERS (including nursing homes and care facilities): Must notify tenants.
- BUSINESS PROPERTY OWNERS, MANAGERS, OR OPERATORS: Must notify employees of businesses located on the property.

This notice is being sent to you by Lakeside School.

Date distributed: 03/21/2021.

PHYSICAL EDUCATION

A physical education program is carried on at every grade level. This becomes a more formal program and requirements increase beginning with the 4th grade level. Students need to wear appropriate clothing and rubber sole shoes for physical activity.

A doctor's certified note is required to be excused from physical education classes for more than two days for health reasons. Since law requires the class, no other excuse is accepted.

PUPIL RECORDS

You have a right to inspect and review your child's school records, to challenge their contents, to have an administrator assist you in interpreting the records, request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; and to file a complaint with the U.S. Department of Education if the district fails to comply with the law with regard to his/her records. You may be charged \$.20 per copy for any copying. For further information or assistance, contact Ty Bryson, Superintendent. [E.C. 49063, 49070, FERPA 34 CFR Part 99]

California Student Information Service

Lakeside Union School District is participating with the California School Information Services (CSIS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts to which the student is transferring or applying for admission. All data maintained by the CSIS Program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CSIS.

The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting.

Release of Directory Information

Directory information which may be disclosed by school officials consists of the following: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, awards received, and most recent previous school attended. If you wish that the district withhold any of this information, contact the school principal. [E.C. sections 490619(c), 49070]

Under no circumstances shall directory information be disclosed to a private profit-making entity other than employers, prospective employers, and representatives of the news media. Based on its determination of the best interest of the student, the district may limit or deny the release of specific directory information to any public or private nonprofit organization. [E.C. 49061(c), 49070]

RECREATION PROGRAMS

ATHLETIC PROGRAM

There will be an athletic program run by the athletic director, which begins approximately the third week of school and continues on a regular schedule to the end of school. The days are Monday through Thursday from 3:30 to 5:30 p.m. *Parents must sign a Parent/Student Athletic Contract, Parent Contract, and also arrange for transportation home following the end of practice.* Team sports for 6th-8th grade include football, basketball, soccer for boys, and volleyball, basketball and soccer for girls.

A student must be in school for at least 1/2 the school day in order to be eligible to participate in after school activities that day. Unless they are directly involved in a supervised activity students are not to remain at school. There are to be NO spectators unless there is an actual game with another school.

There is no facility for the supervision of younger brothers and sisters. They MUST go home on the bus. There may be an activity bus that will run on Monday through Thursday. It makes a shortened run into Silver Creek and rural areas of the district. A copy of the bus route is available at the Lakeside School office.

Athletic programs may be postponed for the 2021-2022 school year.

ELIGIBILITY POLICIES

- Grade Point Average (GPA): A student must maintain a 2.0 grade point average on all graded subjects, with no more than one "F". The grade point average used to determine eligibility is based on grades of the previous quarter report card. Progress reports are not the official grades.
- Conduct: Any student who demonstrates a poor attitude, unsportsmanlike behavior, transportation problems, or unexcused absences during games/practices may be dropped from the team/activity at the discretion of teacher/coach, Athletic Director, or Principal. A student that is suspended from school will be ineligible for all recreation programs according to the following timeline:
 - First suspension, ineligible for two weeks.
 - Second suspension, ineligible for one month.
 - Third suspension, ineligible for the rest of the year.
- Students must have a parent permission slip and Athletic Contract signed and returned to the teacher/coach.
- Students must have a uniform policy slip signed and returned to the teacher/coach before a uniform can be assigned. Non-returned or damaged uniforms will result in ineligibility in future programs and the withholding of the student's report card.
- Due to the fact that the academic year and sport season or recreation program may not coincide, a student's eligibility is at the discretion of the principal and athletic director.

ADDITIONAL RECREATION PROGRAMS

Additional programs include but are not limited to drumline, cheerleading, drama, and plays. These programs have the same GPA and Conduct eligibility policies as noted above.

RELEASE OF STUDENT TO A PEACE OFFICER

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official in most cases will take steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906]

REPORT CARDS

A report card can never give a parent all of the information they should have regarding their child's progress in school. Our report cards will give you a good idea of what your child is accomplishing. We hope you will attend parent-teacher conferences that are held at the end of the first and third quarters. The first conference period is the first week or two in November and the second period usually comes around the first of April. Schedules can be arranged by the parent or by teacher request. Report cards are given at the end of each quarter. Please remember that report cards will not be released to the student if there are any outstanding charges for lunches, library, textbooks or etc.

PROGRESS REPORTS

Progress reports are given out at mid-quarter intervals. Weekly progress reports are also available, however it is the responsibility of the student to bring the form to each of his/her teachers to fill out and sign. Parents are strongly encouraged to speak to the teacher if they have any concerns.

Some suggestions regarding student progress at school are:

- Visit the school and the teacher regarding your child's progress.
- Praise your child for good academic grades and good citizenship grades or improved grades.
- Show an interest in your child's schoolwork.
- Support your child's teacher, especially in the child's presence.
- See that your child does his/her homework and has time to do it.

Some don'ts for parents are:

- Do not compare last year's grades with this year. Teachers grade differently. Do make an effort to find out what the present teacher expects of your child.
- Do not compare brothers, sisters, relatives or neighbors' grades with your child's.

SCHOOL ACCOUNTABILITY REPORT CARD

The School Accountability Report Card is available on request. It is also accessible on our website www.lakesideusd.org. This contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals. [E.C. 35256 and 33126]

SCHOOL SUPERVISION

Students should not arrive at school before 7:50 am. Our school provides supervision for our students from 7:50 am until students are dismissed from school. Kindergartens through 6th grade students are dismissed at 2:30 pm and 7th-8th school students are dismissed at 3:24 pm. All students must go home at their dismissal time. Exceptions are for after school activities.

SERVICES TO DISABLED PUPILS

If you have reason to believe that your child, age 0-21 years, has a handicap which affects his/her ability to learn, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. [E.C. Section 56020, et seq.]

STUDENT BODY ACTIVITIES

Lakeside students in grades 6th through 8th have representation through student body officers and room representatives who meet with the student body advisor. At their meetings they are informed of school activities related to their particular interests and they help with planning student activities. Students are encouraged to express their ideas for making Lakeside an ever-improving student body. Student body officers serve for the school year.

Students in 5th through 7th grades elect student body officers. The president and treasurer are 7th grade, vice-president 6th grade, and secretary 5th grade.

STUDENT BREAKFAST AND LUNCH PROGRAM

Your child may be eligible to purchase breakfast and/or lunch in the cafeteria at a reduced rate. You will be provided with information regarding your child's eligibility for this program. [E.C. 48980, 48900.2, 212.6]

Checks require a student name, and a \$10.00 fee will be charged for each returned check.

TELEPHONE CALLS

Students are NOT to use the school telephone to make calls without their teacher's permission. Students will not be allowed to make calls so homework or personal items may be delivered to school. Students will not be called from the classroom to speak on the phone. Please do not ask your student to call home with a message. Parents may call the school and leave messages for their children. This should be done only in emergency situations.

TESTS ON PERSONAL BELIEFS

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion. [E.C. 51513, 60614]

TEXTBOOKS

All textbooks are furnished. Students are required to pay for lost or damaged texts or library books. Under existing law, a school district whose real or personal property is damaged or improperly returned by a pupil may withhold the grades, diploma, and transcripts of the pupil until the district is properly compensated. Students with lost or damaged textbooks will be issued another book, but remain financially responsible for all books provided.

TRANSPORTATION

Lakeside School transports most of their students. We begin each year with the intention of transporting your child. The stop you chose at the beginning of the school year will become your child's assigned bus stop. It is imperative that your child ride their assigned bus. However, if you would like to request either a permanent or temporary change to your child's assigned transportation schedule, a parent/guardian needs to submit a signed note for administration review at least two days prior to the requested date of change. The request may be approved or denied by administration based on the number of students already on a bus and behavior concerns on buses and bus stops. If approved, the student will be issued a Bus Pass. If denied, office staff will call and notify the parent/guardian. Transportation requests made by students will not be approved.

No students are allowed to remain at school after 3:30 pm without prior administrative authorization (ex. recreation activities). Any parent/guardian planning to pick-up their child from school must do so prior to the buses departing from school. Any student wanting to remain at school because they are expecting a ride will be directed to ride the bus home. There is no general student supervision after 3:30 pm.

The most recent bus routes will be published on the school website at www.lakesideusd.org and available upon request at the school office.

BUS DRIVER TRAINING

Lakeside School District requires drivers with a high level of competency and skill to insure the safe transportation of your child. In addition, drivers are tested for both drug and alcohol use prior to employment and are subject to periodic random testing through employment.

To help assure safe drivers for the children; in accordance with state law Lakeside School District requires all drivers to attend in-service training sessions to improve their skills. In addition state law requires each driver to have a valid School Bus Driver Certificate, first aid training, pass a physical examination and obtain traffic and criminal clearances.

BUS EQUIPMENT

To assure use of safe equipment, all school buses are inspected daily by the driver, at scheduled intervals by qualified mechanics and annually by the California Highway Patrol. In case of an emergency all buses are equipped with two-way radios.

BUS RIDING REGULATIONS

All transportation shall be subject to the appropriate provisions and policies of the California Education Code, California Administrative Code and policies of Lakeside School District. Students riding buses are expected to conduct themselves properly, or they may be denied transportation. Title 5 C.C.R. Section 14103 "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway."

BUS RULES

(Please discuss these with your child)

- Sit down at once and remain seated.
- No loud noises, profanity, or obscene gestures.
- No eating or chewing gum.
- No fighting, playing or teasing.
- Keep all body parts inside the bus.
- No writing on/destroying any part of the bus.
- Follow the driver's instructions at all times.
- No throwing objects, in or out of the bus.
- Board and depart the bus at your scheduled stop.
- Never cross the street without being escorted.
- No horseplay at the bus stop.
- No personal articles on the bus without approval.

DISCIPLINE PROCEDURE

At the beginning of the year, bus rules and procedures will be explained to the students. Since the violation of these rules might result in injury to large numbers of students, they must be strictly enforced. Prior to any disciplinary action taken, a student will be verbally reminded of the rules. The bus driver initiates bus referrals. Following are the general disciplinary procedures. However, it is at the discretion of administration as to what step of discipline the student receives depending on the severity of the misconduct:

1st Referral	Written warning
2nd Referral	One day loss of bus transportation
3rd Referral	Five days loss of bus transportation
4th Referral	Ten days loss of bus transportation
5th Referral	Loss of transportation for the remainder of semester
6th Referral	Loss of transportation for the remainder of the year

All referrals require a parent signature and must be returned the following day. If a student neglects to bring back the signed copy of a referral, the next step will be taken. This policy includes all field trips or after school activity trips.

A video camera will be installed and used on our buses on a random basis. When in use, it will survey the activity on the bus. The recorded information may be reviewed, as appropriate, by district and school personnel. Students are not required to ride the bus. Students riding the bus in our district are subject to participate in the random use of the video cameras.

RED LIGHT CROSS INSTRUCTIONS

When students unload and cross the street upon which the bus is stopped, the driver shall escort him/her across the street. After the driver has the bus stopped and secure, the students will exit the bus and stand at the curb or road edge in front of the bus and wait for the driver's instructions. Never cross the street at the rear of the bus. After the driver has the traffic stopped and it is safe for the students to cross, the driver will tell the students to cross the street. The student must cross between the driver and the bus.

A "school bus" is any motor vehicle while being used for the transportation of any school pupil at or below the 12th grade level to and from a public or private school or to and from public or private school activities, except the following:

- A passenger vehicle designed for and when actually carrying not more than eight (8) persons, including the driver.
- A 9-passenger or 10-passenger station wagon when used for the transportation of not more than eight (8) pupils and the driver.
- A motor vehicle of any type carrying only members of the household of the owner thereof.

Every owner of a motor vehicle is liable and responsible for death and injury to persons or property resulting from a negligent or wrongful act or omission in the operation of the motor vehicle.

VISITORS

All visitors, including governing board members and representatives of county and state school officers must check in at the school office before visiting any school location or employee. All visitors must scan their ID through the Raptor ID system before they are permitted on campus.

VISITS OF CHILDREN

When a student's friend or relative comes to visit you from out of town, please do not send them to school to visit. These children will be sent home. Liability limits do not allow us to accommodate any student visitors.

WORK PERMITS

Work permits are issued in the office only to those students in attendance at Lakeside. A work permit is not needed for a paper route or if you are working for parents or relatives. Inquire at the office.

STUDENT SEXUAL HARASSMENT

Students in 4th through 12th grades may be suspended or expelled for sexual harassment. A copy of the district's Board Policy 5145.7 follows: The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. [E.C. 212.5; 230; 48900.2] Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If the principal or designee does not promptly remedy a situation involving sexual harassment, a complaint of harassment can be filed in accordance with BP 1312.1 - Complaints Concerning School Personnel. The principal or designee shall determine which procedure is appropriate. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. [E.C. 48980, 48900.2, 212.6]

MEGAN'S LAW

The Sex Offender Identification Line is a telephone service for use by the public and organizations to identify serious sex offenders. This District does not disseminate this information, however anyone

at least 18 years of age may call (900) 463-0400. You will need the following information on the person you are checking on: Name and one of the following: address, birth date, Drivers' License or Social Security number. You will be charged a flat rate of \$10 for information on up to two individuals. You may also receive information from your local law enforcement agency or view the Attorney General's Home Page: <http://www.caag.state.ca.us>.

BP 5145.7 (a)

The governing board is committed to maintaining a learning environment that is free of harassment. The Board prohibits unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school. They shall be informed that they should immediately contact the principal or designee if they feel they are being harassed.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 5141.41 – Child Abuse Prevention)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 6142.1 – Family Life/Sex Education)

Any student who engages in the sexual harassment of anyone in at school or a school-related activity shall be subject to disciplinary action up to and including expulsion.

(cf. 5144.1 – Suspension and Expulsion/Due Process)

Any employee who engages in or permits or fails to report sexual harassment may be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

(cf. 4118 – Suspension/Disciplinary Action)

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

(cf. 5141.4 – Child Abuse Reporting Procedures)

Staff shall immediately report complaints of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or designee shall determine which procedure is appropriate.

(cf. 1312.1 – Complaints Concerning District Employees)

(cf. 1312.3 – Uniform Complaint Procedures)

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

(cf. 4119.23/4219.23/4319.23 *Unauthorized Release of Confidential/Privileged Information*)

Legal Reference:

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

EDUCATION CODE

200-240 Prohibition of discrimination on the basis of sex, especially;
212.5 Sexual Harassment
212.6 Sexual Harassment Policy
230 Particular practices prohibited
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for will student misconduct
48980 Notice at beginning of term

UNITED STATES CODE, TITLE 42

2000d & 2000e et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended
2000h-2 et seq. Title IX, 1972 Education Act Amendments
Franklin vs. Gwinnet County Schools (1992) 112 S. Ct. 1028
Doe v Petaluma City School District (1995) 54 F.3d 1447
Clyde K. v Puyallup School District #3 (1994) 35 F.3d 1396
Oona R.-S etc. v. Santa Rosa City Schools et al. (1995) 890 F.Supp. 1452
Patricia H. v. Berkley Unified Scholl District (1993) 830 F.Supp. 1288
Davis v. Monroe County Board of Education (11th Cir.) 74 F3d 1186
Kelson v. City of Springfield, Oregon (1985, 9th Cir.) 767 F.2d 651

Policy

LAKESIDE UNION SCHOOL DISTRICT

Adopted: October 8, 1996

Bakersfield, California

CHILD ABUSE REPORTING PROCEDURES AND REQUIREMENTS

Child Abuse Reporting Procedures BP 5141.4(a)

The Governing Board recognizes that the district has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designed shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

(cf. 1312.1- Complaints Concerning District Employees

(cf. 5141.41- Child Abuse Prevention Program

The Superintendent or designed shall establish regulations for use by employees in identifying and reporting child abuse.

District employees shall report known or suspected incidences of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

(cf. 4112.9- Employee Notifications)

The Superintendent or designed shall provide training in child abuse identification and reporting for all certificated personnel. At the beginning of each school year all staff must complete the mandatory child abuse training.

The Superintendent or designed shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637/

(cf. 3514- Environmental Safety)

(cf. 5142-Safety)

(cf. 5145.7- Sexual Harassment)

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

48906 Notification when student released to peace officer

PENAL CODE

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

11164-11174.3 Child Abuse and Neglect Reporting Act, especially

11165-11165.15 Definitions relating to child abuse

11166-11170 Reporting known or suspected cases of child abuse

11172 Immunity from liability

11174.3 Interviewing victim at school

WELFARE AND INSTITUTIONS CODE

600-601.2 Referral to school attendance review board; minors habitually disobedient or truant

15630-15637 Dependent adult abuse reporting

Statutes other than code

Chapter 1102, Statutes of 1991, Section 6

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site

CHILD ABUSE REPORTING PROCEDURES

DUTY TO REPORT

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual except under circumstances be set forth in Penal Code 11166.

Definitions

- 1. “Child Abuse” includes the following:
 - a. A physical injury inflicted by other than accidental means on a child by another person.
 - b. Sexual abuse of a child.
 - c. Willful cruelty or unjustifiable punishment of a child, or willful inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person’s care or custody.
 - d. Unlawful corporal punishment or injury resulting in a traumatic condition.

- e. Neglect of a child or abuse in out-of-home care.
- 2. "Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and employees of a child protective agency." Mandated reporters include virtually all school employees. The following school personnel are required to report:

Teacher, administrators, supervisors of child welfare and attendance, certificated student personnel employees, employees of a child care institutions, head start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.

- 3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.
- 4. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Penal Code 11166)

Reporting Procedures

- 1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

Child Protective Services (CPS)

661-631-6011

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:

- a. The name of the person making the report.
- b. The name of the child.
- c. The present location of the child.
- d. The nature and extent of any injury.
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

- 2. Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572).

Mandated reporters may obtain copies of the above form either from the district or the local child protective agency.

Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designed as soon as possible after the initial verbal report by telephone. When so notified, the site administrator shall inform the Superintendent.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.

Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
2. If a mandated reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.
3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.
4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designed shall inform him/her, before the interview takes place, of the following legal requirements:

Child Abuse Reporting Procedures (continued)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11165.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designed and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

When School Employees are Accused of Child Abuse

Regardless of whom child abusers may be the major responsibilities of mandated reporters are to 1) identify incidents of suspected child abuse, and 2) comply with laws requiring the reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Pending the outcome of an investigation by a child protective agency and before formal charges are filed, the employee may be subject to reassignment or paid leave of absence.

Upon filing formal charges or upon conviction, the district may take disciplinary action in accordance with law, district policies, regulations and / or collective bargaining agreements. The Superintendent or designed shall seek legal counsel in connection with either the suspension or dismissal of the employee.

(cf. 4117.4-Dismissal)

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

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

Students

Child Abuse Reporting Requirements

SB 665 (Ch. 510, Statutes of 1993) amended Penal Code 11166.5 to include fire fighters, animal control officers and humane society officers among those required to report known or suspected instances of child abuse. The following exhibit duplicates Penal Code 11166.5 as amended.

Section 11166 of the Penal Code requires any child care custodian, health practitioner, fire fighter, animal control officer, or humane society officer, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers; an instructional aide, a teacher’s aide, or a teacher’s assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by this article, if the school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; administrators and employees of public or private youth centers, youth recreation programs and youth organizations; administrators and employees of public or private organizations whose duties require direct contact and supervision of children and who have been trained in the duties imposed by this article; licensees, administrators and employees of licensed community care or child day care facilities; head start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; social workers, probation officers or parole officers; employees of a school district police or security department; any person who is an administrator or a presenter of, or a counselor in, a child abuse prevention program in any public or private school; a district attorney investigator, inspector, or family support officer unless the investigator, inspector or officer is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor; or a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of this code, who is not otherwise described in this section.

“Health practitioner: includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, intern, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; marriage, family and child counselors; emergency medical technicians I or II, paramedics, or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to Section 2913 of the Business and Professions Code; marriage, family and child counselor trainees as defined in subdivision © of Section 4980.03 of the Business and Professions code; unlicensed marriage, family and child counselor interns registered under Section 4980.44 of the Business and Professions Code; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine, or treat children.

“Child visitation monitor” means any person as defined in Section 11165.15. I have been informed of the above law and will comply with its provisions.

(Type employee’s name below line, requiring signature above)

Child Abuse Reporting Requirements (continued)

This statement is a permanent record of the district. The cost of printing, distribution, and filing of these statements is borne by the district.

This subdivision is not applicable to persons employed by child protective agencies, public or private youth centers, youth recreation programs and youth organizations as members of the support staff or maintenance staff and who do not work with, observe, or have knowledge of children as part of their official duties.

Model Youth Suicide Prevention Policy

Introduction

California *Education Code* (EC) Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license.

For more information on AB 2246 Pupil Suicide Prevention Policies, go to the California Legislative Information Web page at https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB2246.

For resources regarding youth suicide prevention, go to the State Superintendent of Public Instruction (SSPI) letter regarding Suicide Prevention Awareness Month on the California Department of Education (CDE) Web page at <http://www.cde.ca.gov/nr/el/le/yr16ltr0901.asp> and the Directing Change For Schools Web page at <http://www.directingchange.org/schools/>.

Additionally, the CDE encourages each LEA to work closely with their county behavioral health department to identify and access resources at the local level.

While the mandate does not apply to private schools or students below grade seven, we do encourage them to consider adopting a suicide prevention policy as a safety net for all students. This is particularly important since suicide is the second leading cause of death for youth ages fifteen to twenty-four. Students in earlier grades are also known to consider, attempt, and die by suicide—which is also a leading cause of death among ten to twelve-year-olds. Research demonstrates that suicidal ideation may start as early as preschool (however, suicide deaths are very rare among children nine years of age and younger). Although elementary and private schools are not legally required to adhere to AB 2246, they may want to consult with their legal staff about the advisability of adopting such a policy.

Lakeside Union School District Youth Suicide Prevention Policy

The Governing Board of Lakeside Union School District recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students.

This policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or “place the idea in someone’s mind.”

In an attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or Designee Ty Bryson shall develop strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide, including substitute teachers, volunteers, expanded learning staff (afterschool) and other individuals in regular contact with students such as crossing guards, tutors, and coaches.

The Superintendent or Designee Ty Bryson shall develop and implement preventive strategies and intervention procedures that include the following:

Overall Strategic Plan for Suicide Prevention

The Superintendent or Designee Ty Bryson shall involve school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating the district’s strategies for suicide prevention and intervention. Districts must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, the district shall appoint an individual (or team) to serve as the suicide prevention point of contact for the district. In addition, each school shall identify at least one staff member to serve as the liaison to the district’s suicide prevention point of contact, and coordinate and implement suicide prevention activities on their specific campus. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

Resources:

- The K–12 Toolkit for Mental Health Promotion and Suicide Prevention has been created to help schools comply with and implement AB 2246, the Pupil Suicide Prevention Policies. The Toolkit includes resources for schools as they promote youth mental wellness, intervene in a mental health crisis, and support members of a school community after the loss of someone to suicide.

Additional information about this Toolkit for schools can be accessed on the Heard Alliance Web site at <http://www.heardalliance.org/>.

- You can find information about a comprehensive suicide prevention toolkit for schools on the Palo Alto Unified School District Counseling Services Web page at <https://www.pausd.org/student-services/counseling-services>

Prevention

A. Messaging about Suicide Prevention

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, Lakeside Union School District along with its partners has critically reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide.

Resources:

- For information on public messaging on suicide prevention, see the National Action Alliance for Suicide Prevention Web site at <http://suicidepreventionmessaging.actionallianceforsuicideprevention.org/>
- For information on engaging the media regarding suicide prevention, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/making-headlines-guide-engaging-media-suicide-prevention-california-0>
- For information on how to use social media for suicide prevention, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/how-use-social-media>

B. Suicide Prevention Training and Education

The Lakeside Union School District along with its partners has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members and other adults on campus (including substitutes and intermittent staff, volunteers, interns, tutors, coaches, and expanded learning [afterschool] staff).

Training:

- At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- All suicide prevention trainings shall be offered under the direction of school-employed mental health professionals (e.g., school counselors, psychologists, or social workers) who have received advanced training specific to suicide and may benefit from collaboration with one or more county and/or community mental health agencies. Staff training can be adjusted year-to-year based on previous professional development activities and emerging best practices.
- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment. Previously employed staff members shall attend a minimum of one-hour general suicide prevention training. Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment;
 - Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member;
 - Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
 - Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff should include the following components:

- The impact of traumatic stress on emotional and mental health;
- Common misconceptions about suicide;
- School and community suicide prevention resources;
- Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
- The factors associated with suicide (risk factors, warning signs, protective factors);
- How to identify youth who may be at risk of suicide;
- Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on district guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on district guidelines;
- District-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
- District-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
- Responding after a suicide occurs (suicide postvention);
- Resources regarding youth suicide prevention;
- Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.
- The professional development also shall include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;

- Youth experiencing homelessness or in out-of-home settings, such as foster care;
- Youth who have suffered traumatic experiences;

Resources:

- Youth Mental Health First Aid (YMHFA) teaches a 5-step action plan to offer initial help to young people showing signs of a mental illness or in a crisis, and connect them with the appropriate professional, peer, social, or self-help care. YMHFA is an 8-hour interactive training for youth-serving adults without a mental health background. See the Mental Health First Aid Web page at <https://www.mentalhealthfirstaid.org/cs/take-a-course/course-types/youth/>
- Free YMHFA Training is available on the CDE Mental Health Web page at <http://www.cde.ca.gov/ls/cg/mh/projectcalwell.asp>
- Question, Persuade, and Refer (QPR) is a gatekeeper training that can be taught online. Just as people trained in cardiopulmonary resuscitation (CPR) and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. See the QPR Web site at <http://www.qprinstitute.com/>
- SafeTALK is a half-day alertness training that prepares anyone over the age of fifteen, regardless of prior experience or training, to become a suicide-alert helper. See the LivingWorks Web page at <https://www.livingworks.net/programs/safetalk/>
- Applied Suicide Intervention Skills Training (ASIST) is a two-day interactive workshop in suicide first aid. ASIST teaches participants to recognize when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety. See the LivingWorks Web page at <https://www.livingworks.net/programs/asist/>
- Kognito At-Risk is an evidence-based series of three online interactive professional development modules designed for use by individuals, schools, districts, and statewide agencies. It includes tools and templates to ensure that the program is easy to disseminate and measures success at the elementary, middle, and high school levels. See the Kognito Web page at <https://www.kognito.com/products/pk12/>

C. Employee Qualifications and Scope of Services

Employees of the Lakeside Union School District and their partners must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with

suicidal thinking typically requires mental health resources beyond what schools are able to provide.

- **Specialized Staff Training (Assessment)**

Additional professional development in suicide risk assessment and crisis intervention shall be provided to mental health professionals (school counselors, psychologists, social workers, and nurses) employed by Lakeside Union School District.

Resource:

- Assessing and Managing Suicide Risk (AMSR) is a one-day training workshop for behavioral health professionals based on the latest research and designed to help participants provide safer suicide care. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/training-events/amr>

D. Parents, Guardians, and Caregivers Participation and Education

- To the extent possible, parents/guardians/caregivers should be included in all suicide prevention efforts. At a minimum, schools shall share with parents/guardians/caregivers the Lakeside Union School District suicide prevention policy and procedures.
- This suicide prevention policy shall be prominently displayed on the Lakeside Union School District Web page and included in the parent handbook.
- Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
- All parents/guardians/caregivers should have access to suicide prevention training that addresses the following:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

Resource:

- Parents as Partners: A Suicide Prevention Guide for Parents is a booklet that contains useful information for parents/guardians/caregivers who are concerned that their children may be at

risk for suicide. It is available from Suicide Awareness Voices of Education (SAVE). See the SAVE Web page at <https://www.save.org/product/parents-as-partners/>

E. Student Participation and Education

The Lakeside Union School District along with its partners has carefully reviewed available student curricula to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Under the supervision of school-employed mental health professionals, and following consultation with county and community mental health agencies, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding the district's suicide prevention, intervention, and referral procedures.
- The content of the education shall include:
 - Coping strategies for dealing with stress and trauma;
 - How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
 - Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
 - Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

The Lakeside Union School District will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Weeks, Peer Counseling Programs, Freshman Success Programs, and National Alliance on Mental Illness on Campus High School Clubs).

Resources:

- More Than Sad is school-ready and evidence-based training material, listed on the national Suicide Prevention Resource Center's best practices list, specifically designed for teen-level suicide prevention. See the American Foundation for Suicide Prevention Web page at <https://afsp.org/our-work/education/more-than-sad/>

- Break Free from Depression (BFFD) is a 4-module curriculum focused on increasing awareness about adolescent depression and designed for use in high school classrooms. See the Boston Children's Hospital Web page at <http://www.childrenshospital.org/breakfree>
- Coping and Support Training (CAST) is an evidence-based life-skills training and social support program to help at-risk youth. See the Reconnecting Youth Inc. Web page at <http://www.reconnectingyouth.com/programs/cast/>
- Students Mobilizing Awareness and Reducing Tragedies (SMART) is a program comprised of student-led groups in high schools designed to give students the freedom to implement a suicide prevention on their campus that best fits their school's needs. See the SAVE Web page at <https://www.save.org/what-we-do/education/smart-schools-program-2/>
- Linking Education and Awareness for Depression and Suicide (LEADS) for Youth is a school-based suicide prevention curriculum designed for high schools and educators that links depression awareness and secondary suicide prevention. LEADS for Youth is an informative and interactive opportunity for students and teachers to increase knowledge and awareness of depression and suicide. See the SAVE Web page at <https://www.save.org/what-we-do/education/leads-for-youth-program/>

Intervention, Assessment, Referral

A. Staff

Two Lakeside Union School District staff members who have received advanced training in suicide intervention shall be designated as the primary and secondary suicide prevention liaisons. Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

- Under normal circumstances, the primary and/or secondary contact persons shall notify the principal, another school administrator, school psychologist or school counselor, if different from the primary and secondary contact persons. The names, titles, and contact information of multi-disciplinary crisis team members shall be distributed to all students, staff, parents/guardians/caregivers and be prominently available on school and district Web sites.

The principal, another school administrator, school counselor, school psychologist, social worker, or nurse shall then notify, if appropriate and in the best interest of the student, the student's parents/guardians/caregivers as soon as possible and shall refer the student to mental health resources in the school or community. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

- Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary or secondary suicide prevention liaisons.
- Students experiencing suicidal ideation shall not be left unsupervised.
- A referral process should be prominently disseminated to all staff members, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.
- The Superintendent or Designee shall establish crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult on campus or at a school-sponsored activity.

B. Parents, Guardians, and Caregivers

A referral process should be prominently disseminated to all parents/guardians/caregivers, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

C. Students

Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt.

D. Parental Notification and Involvement

Each school within the Lakeside Union School District shall identify a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care:

- After a referral is made for a student, school staff shall verify with the parent/guardian/caregiver that follow-up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student.
- If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the suicide point of contact (or other appropriate school staff member) will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, school staff should consider contacting Child Protective Services (CPS) to report neglect of the youth.

E. Action Plan for In-School Suicide Attempts

If a suicide attempt is made during the school day on campus, it is important to remember that the health and safety of the student and those around him/her is critical. The following steps should be implemented:

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed;
- Move all other students out of the immediate area;
- Immediately contact the administrator or suicide prevention liaison;
- Call 911 and give them as much information about any suicide note, medications taken, and access to weapons, if applicable;
- If needed, provide medical first aid until a medical professional is available;
- Parents/guardians/caregivers should be contacted as soon as possible;
- Do not send the student away or leave them alone, even if they need to go to the restroom;
- Listen and prompt the student to talk;
- Review options and resources of people who can help;
- Be comfortable with moments of silence as you and the student will need time to process the situation;
- Provide comfort to the student;
- Promise privacy and help, and be respectful, but do not promise confidentiality;
- Students should only be released to parents/guardians/caregivers or to a person who is qualified and trained to provide help.

F. Action Plan for Out-of-School Suicide Attempts

If a suicide attempt by a student is outside of Lakeside Union School District property, it is crucial that the LEA protects the privacy of the student and maintain a confidential record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

- Contact the parents/guardians/caregivers and offer support to the family;

- Discuss with the family how they would like the school to respond to the attempt while minimizing widespread rumors among teachers, staff, and students;
- Obtain permission from the parents/guardians/caregivers to share information to ensure the facts regarding the crisis is correct;
- Designate a staff member to handle media requests;
- Provide care and determine appropriate support to affected students;
- Offer to the student and parents/guardians/caregivers steps for re-integration to school.

G. Supporting Students after a Mental Health Crisis

It is crucial that careful steps are taken to help provide the mental health support for the student and to monitor their actions for any signs of suicide. The following steps should be implemented after the crisis has happened:

- Treat every threat with seriousness and approach with a calm manner; make the student a priority;
- Listen actively and non-judgmental to the student. Let the student express his or her feelings;
- Acknowledge the feelings and do not argue with the student;
- Offer hope and let the student know they are safe and that help is provided. Do not promise confidentiality or cause stress;
- Explain calmly and get the student to a trained professional, guidance counselor, or designated staff to further support the student;
- Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student.

H. Re-Entry to School After a Suicide Attempt

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

The following steps shall be implemented upon re-entry:

- Obtain a written release of information signed by parents/guardians/caregivers and providers;
- Confer with student and parents/guardians/caregivers about any specific requests on how to handle the situation;
- Inform the student's teachers about possible days of absences;
- Allow accommodations for student to make up work (be understanding that missed assignments may add stress to student);
- Mental health professionals or trusted staff members should maintain ongoing contact to monitor student's actions and mood;
- Work with parents/guardians/caregivers to involve the student in an aftercare plan.

Resource:

- The School Reentry for a Student Who Has Attempted Suicide or Made Serious Suicidal Threats is a guide that will assist in school re-entry for students after an attempted suicide. See the Mental Health Recovery Services Resource Web page at http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/

I. Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on students and staff. Therefore, it is vital that we are prepared ahead of time in the event of such a tragedy. Suicide Prevention Liaisons for the Lakeside Union School District shall ensure that each school site adopts an action plan for responding to a suicide death as part of the general Crisis Response Plan. The Suicide Death Response Action Plan (Suicide Postvention Response Plan) needs to incorporate both immediate and long-term steps and objectives.

- Suicide Postvention Response Plan shall:
 - Identify a staff member to confirm death and cause (school site administrator);
 - Identify a staff member to contact deceased's family (within 24 hours);
 - Enact the Suicide Postvention Response Plan, include an initial meeting of the district/school Suicide Postvention Response Team;
 - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- Coordinate an all-staff meeting, to include:
 - Notification (if not already conducted) to staff about suicide death;

- Emotional support and resources available to staff;
- Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
- Share information that is relevant and that which you have permission to disclose.
- Prepare staff to respond to needs of students regarding the following:
 - Review of protocols for referring students for support/assessment;
 - Talking points for staff to notify students;
 - Resources available to students (on and off campus).
- Identify students significantly affected by suicide death and other students at risk of imitative behavior;
- Identify students affected by suicide death but not at risk of imitative behavior;
- Communicate with the larger school community about the suicide death;
- Consider funeral arrangements for family and school community;
- Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
- Identify media spokesperson skilled to cover story without the use of explicit, graphic, or dramatic content (go to the Reporting on Suicide.Org Web site at www.reportingonsuicide.org). Research has proven that sensationalized media coverage can lead to contagious suicidal behaviors.
- Utilize and respond to social media outlets:
 - Identify what platforms students are using to respond to suicide death
 - Identify/train staff and students to monitor social media outlets
- Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed
 - Support siblings, close friends, teachers, and/or students of deceased
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

Resources:

- After a Suicide: A Toolkit for School is a comprehensive guide that will assist schools on what to do if a suicide death takes place in the school community. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/comprehensive-approach/postvention>
- Help & Hope for Survivors of Suicide Loss is a guide to help those during the bereavement process and who were greatly affected by the death of a suicide. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/resources-programs/help-hope-survivors-suicide-loss>
- For additional information on suicide prevention, intervention, and postvention, see the Mental Health Recovery Services Model Protocol Web page at [http://www.mhrsonline.org/resources/suicide%5Cattempted suicide resources for schools-9/](http://www.mhrsonline.org/resources/suicide%5Cattempted%20suicide%20resources%20for%20schools-9/)
- Information on school climate and school safety is available on the CDE Safe Schools Planning Web page at <http://www.cde.ca.gov/ls/ss/vp/safeschlplanning.asp>
- Additional resources regarding student mental health needs can be found in the SSPI letter Responding to Student Mental Health Needs in School Safety Planning at <http://www.cde.ca.gov/nr/el/le/yr14ltr0212.asp>.
 - (a) Program guidelines issued by the State Department of Education shall be designed to serve as a model or example, and shall not be prescriptive. Program guidelines issued by the department shall include written notification that the guidelines are merely exemplary, and that compliance with the guidelines is not mandatory.
 - (b) The Superintendent of Public Instruction shall review all program guidelines prepared by the State Department of Education prior to issuance to local education agencies. The superintendent shall approve the proposed guidelines only if he or she determines that all of the following conditions are met:
 - (1) The guidelines are necessary.
 - (2) The department has the authority to issue the guidelines.
 - (3) The guidelines are clear and appropriately referenced to, and consistent with, existing statutes and regulations.

Note: This model policy is considered exemplary and is not prescriptive, per EC Section 33308.5:

Component 3 Goals

The degree to which the principal, staff, students, parents, and, when appropriate, representatives from law enforcement agencies and the community are able to interact and participate in the decision-making processes of the school will have a fundamental effect on the school's safety. Table 3 is a summary of the goals for component 3.

Table 3

Safe School Subcomponent	Planning Goal
Leadership	<p>The principal will provide strong leadership and a vision for the school achievement, establish a positive style and tone, and set the direction for the school.</p> <p>The principal will facilitate shared decision making, involving the certificated and non-certificated staff, students, parents and community members particularly those members representing law enforcement and social service agencies.</p> <p>The principal will emphasize the importance of staff attitudes toward and treatment of students and parents; the principal will model and expect the staff to demonstrate responsiveness, respect, consideration, and sensitivity.</p> <p>The principal will be readily available to all members of the school community and will be highly visible on the campus and in the classrooms.</p> <p>The principal will be actively involved in curricular matters and in establishing teams.</p>
School-site management	<p>Students, parents, certificated and classified staff and, where appropriate, representatives from the community, law enforcement agencies, and businesses will participate in goal-setting decision making at the school level.</p> <p>A plan for the support of students, parents, and staff will be developed in a collaborative manner with representatives from law enforcement agencies, the community, and health professions.</p> <p>Services will be available to meet the needs of students and families.</p>
Classroom organization and structure	<p>Classroom conditions will provide an orderly learning environment, enhance the experience of learning, and promote positive interactions among students and staff.</p> <p>Learning styles of students will be routinely assessed, and appropriate instructional strategies will be used to accommodate the varying styles that students bring to the classroom.</p> <p>Students will be encouraged to work together on academic tasks through cooperative learning.</p> <p>Building positive relationships will be a school wide theme.</p>

	Curricula will be designed to meet the diverse learning styles of students.
Discipline and consequences	<p>Consequences for violating behavioral and academic expectations will be fair and will be disseminated to and understood by students and staff.</p> <p>Staff members will respond fairly and consistently to violations, including disciplinary issues and criminal infractions.</p> <p>Policies and procedures will be established for reporting all criminal behavior on the School campus to the appropriate law enforcement agency.</p> <p>Disciplinary practices will be developed with the active participation of all certificated and non-certificated staff; will involve students in problem-solving situations; and will focus on the cause of the problems, not the symptoms.</p> <p>Discipline will be a developmental process aimed at changes in behavior and attitude and will not be merely a punitive reaction.</p>
Participation and involvement	<p>Partnerships will be purposely facilitated; students, parents, teachers, and community members will be involved in curriculum planning, training workshops, and other safe school planning and activities.</p> <p>Police and fire representatives will participate in safety reviews of the campus, make presentations to students and staff, and assist staff to respond more effectively to school security and safety crises.</p> <p>A multidisciplinary approach will be encouraged; community support agencies such as mental health, child protective services, and juvenile probation, will take an active part in school matters.</p> <p>Parents will be involved in decision-making and policy formation; the home-school relationship will be positive.</p> <p>Students, staff, and parents will have a strong sense that what happens to the school is “my” concern.</p>

Component 4 Cultural Environment

The District's Culture

There is a high level of cohesiveness among the districts' staff members. Cooperation and support between teachers and the administration is evident. Efforts are made by the administration and staff to show concern for all pupils.

All pupils are expected to behave in a manner that promotes safety and order. Students are encouraged to bring problems to the principal or other personnel.

The academic expectations of the staff are high. Parents and students feel that these expectations are clear and age-appropriate for all students. The academic and behavioral efforts of students are recognized and rewarded. Cultural diversity is celebrated throughout the year by Black History Month, Cinco de Mayo, etc.

To promote a positive social environment, the District "Sunshine Committee" is a very active organization.

Safety Action Plan

- Review of the Safety Plan by the Fire Department and Law Enforcement.
Persons responsible: Administration
- Staff In-service on Emergency Job Descriptions.
Persons responsible: Administration and Staff at Lakeside and Suburu Schools
- Determine supplies necessary (prioritize) and then seek donation of supplies.
Persons responsible: Administration and Safety Committee
- Arrival and Dismissal Procedures – educating parents in proper procedures.
Persons responsible: Administration and Staff at Lakeside and Suburu Schools
- Safety Training for students.
Persons responsible: Administration and MOT staff

Component 4 Goals, Bullying Recognition and Prevention.

Focusing on the district's culture by developing a greater sense of affiliation and community among staff and students will help positively affect behavioral norms, such as the code of silence that inhibits students from alerting authorities to potentially dangerous situations on campus. In positive schools community members accept the established behavioral and academic expectations and goals. In addition the curriculum meets the needs of students with differing learning styles. Table 4 is a summary of the goals for component 4.

Table 4

Safe School Subcomponent	Planning Goal
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Affiliation and bonding	<p>Students and staff will feel physically and psychologically secure from physical and verbal attacks.</p> <p>Students, parents, and staff will work together to ensure that strategies are in place to build a sense of community within the school so that all can feel pride in their school and feel that they are important members of a team.</p> <p>The school provides student support teams. Positive Behavior and Intervention Program, and a reflective disciplinary program. A document tracking program for anonymous reporting and bullying incidents on the Document Tracking Services at www.doctracking.com located on the schools website for the community as well as student reporting.</p> <p>The dignity and heritage of each person will be affirmed and respected.</p> <p>Strategies will be implemented to break the code of silence among students and enable students to take ownership of plans for the safety of all by reporting weapons on campus or other threats to the health and welfare of all persons at school.</p> <p>Students and staff will be concerned about what happens to each other.</p> <p>Students and staff will accept ownership of conditions and events that happen at school.</p> <p>Students and staff will work together with a minimum of favoritism.</p>
Behavioral expectations	<p>Expectations will be clearly stated and known to everyone.</p> <p>Adults will model respectful, positive behaviors when dealing with students.</p> <p>The entire school community will participate in developing behavioral expectations.</p> <p>Positive Behavior and Intervention Support (PBIS) is the schools' action plan. The school will model high moral standards, send positive messages to students, and show that the school and community expect the best effort and performance from everyone.</p>
Academic expectations	<p>Learning and productivity will be valued, and success will be expected of everyone.</p> <p>Clear and positive academic expectations will be communicated to decrease the anxiety that occurs when academic standards are vague.</p> <p>Students and staff will want and expect class time to be used efficiently.</p>
Support and recognition	<p>Constructive, positive behavior will be given appropriate recognition.</p>

	<p>Positive behavior will be rewarded frequently and publicly when appropriate; rewards will be varied and personal.</p> <p>Students and staff will feel appreciated and will receive consistent feedback to reinforce those feelings and behaviors.</p>
Bullying, Cyberbullying, Recognition and Prevention	<ol style="list-style-type: none"> 1. Bullying Assemblies for K-5 students each year. Lakeside with the Kern County Sheriff's Department. 2. Internet Safety training for teens, assembly with Kern County Sheriff's Department. 3. Passport Days: (Suburu: R.O.A.R Team) Given by the Principal, Vice Principal, or assigned staff member for student expectations for a positive school climate. 4. PBIS meetings monthly to discuss the school's action plans. 5. Suicide Prevention Plan and procedures. Adaptation of counseling services on site and from off sight intervention to also meet the needs of bullying. 6. Reporting Documentation for anonymous reporting of bullying. <ol style="list-style-type: none"> a. Document Tracking System on each schools web page b. Anonymous reporting to our school office, called incident reporting forms. c. StopIt app for anonymous real time reporting through Apple, or Google Play. 7. Bully Prevention Staff Training completed online with SISC, and turned in by September 30. 9. Counseling of victims, and identified bullies. 10. Aeries and Kern Integrated Data System for a monthly review of disciplinary concerns to address issues of behavioral problems, locations, or high intensity reoccurring problems.
Cyberbullying and, Bullying Protocol	<p>Please refer to disciplinary actions.</p>

EMERGENCY COMMUNICATIONS AND READINESS PLAN

Tactical Response, and Readiness Plan

Assessment

1. Lakeside consults with Fire Department and Law Enforcement First Aid Responders on an annual basis.
2. Lakeside shares the emergency plan with first responder agencies.
3. Lakeside shares by public notification with Law Enforcement on violent crimes.
4. Tactical response includes assessment of school crime including reviewing the Emergency Planning Rubric for Schools by Safer Schools Coalition of Kern.
5. Staff representatives attend the Safer Schools Coalition of Kern.
6. Staff is trained annually on Standard Response Protocol.

Prevention

1. Prevention- Staff Badges
2. Mitigation- Electronic Check in at front desk.
3. Preparedness- Trained staff to be aware of people and events around them. Trained students to be aware of unfamiliar people through passport days.
4. Response- Call 911, 9200-00 All Call
4. Recovery- Please review suicide prevention recovery
5. Training of Students and Staff- Standard Response Protocol, with a trained professional annually.

I. Standard Response Protocol

Lakeside School District Uses the Standard Response Protocol (SRP), a system of four key actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and corresponding directive is called. The SRP's four actions are as follows:

1. Lockout! : Get Inside. Lock Outside Doors

The lockout! Protocol is implemented when there is a potential threat or hazard outside of the school buildings or grounds. It requires increased situational awareness, but allows the educational process to continue with little classroom interruption.

Examples: Suspicious person, criminal/dangerous activity in neighborhood surrounding campus, Animal on campus.

2. Lockdown! : Locks, Lights, Out of Sight

The Lockdown! Protocol is implemented when there is an active or immediate threat in the schools building(s) or on school grounds. This protocol requires locking classroom doors, turning off lights, remaining silent and out of sight.

Examples: Life safety threat on or near campus like a hostile person, gunfire or direct threat.

3. Evacuate! : To A Location

To Evacuate! Protocol is called to move students and staff from one location to another.

Examples: Fire or Bomb threat. When conditions outside buildings or off campus are safer than inside or on campus.

4. Shelter! To a Location

The Shelter! Protocol is called when the need for personal safety is necessary.

Examples: Earthquake, flood, or hazmat.

II. RUN, HIDE, FIGHT

Lakeside utilizing the U.S. Department of Homeland Security's Run, Hide, Fight model in response to an active assailant.

RUN: Evacuate if Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.

FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible
- Call 911 when it is safe to do so.

Lakeside School

I. ADMINISTRATIVE ACTION

Emergency Information

First Responders Guide

1. All Call to staff
2. 911 call to Police and Allied Agencies
3. Initiate telephone tree communication
4. Notify police of the crisis Response Binders (maps, intercoms, etc.)

School Site Contacts	Telephone Numbers
District Office	836-6658
Lakeside School Office	831-3503
Lakeside School Fax	831-7709
MOT	831 -3503
Transportation	836-9600
School Personnel	Cell Phone Numbers
Ty, Bryson, Superintendent	889-1789
Mike McGrath, Principal	343-3418
Joaquin Elcano, Dir. Support Services	343-3485
Craig Bailey, Vice Principal	343-3321
Emergency Response	Telephone Numbers
Sheriff Department (Lakeside area)	861-3110
Police Department (Suburu area)	327-7111
County Fire Department (Lakeside area)	324-6551
City Fire Department (Suburu area)	861-2521
Ambulance	327-4111
Mercy Hospital Emergency Room	327-3371

II. TWO –WAY COMMUNICATION (IF TELEPHONE CONTACT CANNOT BE MADE)

- a. Contact the District Superintendent or law enforcement agency in an extreme emergency when immediate telephone contact cannot be made.

Prepare statement for transmittal in the following way:

1. Name of person or agency you are calling
 2. Principal's Name: Mike McGrath
 3. School's Name: Lakeside School
 4. School Address: 14535 Old River Road
 5. Phone number immediately available for response.
- b. Call the nearest 2-way radio site. If the number cannot be reached, call another site if available.
- c. Identify yourself and indicate the need to transmit an emergency message.
- d. Read your statement as prepared in step 1 above.
- e. Remain on the phone/radio until you receive the following verification:

- i. Message repeated as given by you.
- ii. Confirmation that message has been transmitted.

III. TELEPHONE TREE COMMUNICATIONS

- A telephone tree communication for the school district can be initiated at any level. This system is designed to provide for the flow of information either up or down the tree.
 - i. **District** Superintendent or designee.
 - ii. Site Administrator
 - iii. Lead teachers
1. The point of contact for the site administrators.
 2. Responsible for transferring information to and from the site administrator and teachers in their group.
 - a. See group assignments below.
 3. Responsible for staff and student accountability for their group.

Lead Teachers and Group Assignments

Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7	Team 8
Aronson	Moore-North	S. Rodriguez	Thom/Surg.-South	Kadel	Frank-South	Romo	J.Rodrigues
Galland	Aurora Garcia	J. Rendon	Weeks	Schumacher	Glossbrenner	Guthrie	Aguirre
Meza	Miller	Comfort	Ayotte		Hubbell		Oliver
Bonilla	A. Rodriguez	Andreotti	K. Gonzales	Gill	Castaneda	Greer	Brow
M. Valencia	Muir	Lopez	D. Jones	Fannuchi	Smith.Doser	Castellon	Elcano
E. Travis	Shelton	C. Rodriguez	Criswell		Taylor Williams		Ditona
		Saxon		Forster			
Team 9		Team 10	Team 10				
Moreno		Lant					
Hernandez		Cesar	Chris				
Van Elswick		Dorla	Loretta				
		Berenice	Mayra				
		Lisette					

Procedures for Fire Drills and Emergency Drills

1. Wording has been changed in our Crisis Response Emergency Plan
 - a. Buddy teacher has been changed to “Supervising Teacher, or Staff Member.”
2. All Search and Rescue Teams now have one specific person supervising their classroom. Search and Rescue Teams will not disperse until that person is supervising their class. Give them the roll sheet.
3. All Fire Drills are going to have the “Supervising Teacher, or Staff member present before that class may clear their classroom as “all present.” All teachers and all staff please review the Emergency Preparedness Drill with your “Supervising Teacher, or Staff Member so the drill is efficient, and no one is waiting on a team for the “All Clear.” Make sure you discuss with one another where you line up for the Fire Drill, and the Emergency Preparedness Drill.
4. If we have a “Fire Drill” in the middle of someone’s break, or lunch they are still required to perform their duties and be where they are required to supervise.
5. If we have a fire drill during 4th or 5th period lunchtime all 6-8th grade classes, or students will walk out to the baseball diamond area and line up according to their homeroom class at the designated area on the chain-link fence. All K-5th graders will always line up at their regular area. All staff having lunch, or breaks will need to participate and head to the appropriate area.

Lakeside School Supervising Teacher, or Staff Member

1. Students exit the building and line-up in the assigned area in ABC order silently.
2. Take roll once students are lined-up outside in their assigned area in ABC order. Fill out the Student Accountability Form and give it to your assigned supervising staff member. The supervising staff member will have the form ready for either the North (Mrs. Moore), or South Team leaders (Saxon, or Frank). Have the accountability form ready to hand to the Team Leader you are assigned to. Once the team leader checks your class off the supervising staff member will escort the class to the baseball diamond assembly area. Once the class arrives at the Baseball Diamond Area students will line up at their homeroom number in ABC order.
3. Prior to leaving the room, put placards on the door and have a student take a disaster container and sign with them to the assigned Student Assembly Area. If you are not on Search and Rescue, take roll and report to your Team Leader when they are ready for you. Walk your class to the baseball diamond area and have students line up according to their homeroom number. Students are to remain silent throughout this process.
4. At the Student Assembly Area, students are to stay in ABC order throughout the duration of the exercise so we may locate students efficiently. Have them sit or take a knee and remain silent.
5. Take a roll for your homeroom class once in the Assembly area to confirm who is present.
6. North Side and South Side Assembly Leaders will dismiss classes to the Baseball Diamond Area after reviewing Student Accountability Form(s) and reporting to the Command Post. North Side is Mrs. Moore, South Side is Ms. Saxon, and Ms. Frank
7. Each class is to be identified by the sign on the chain link fence with their class number on it.
8. When in the assembly area the supervising staff lines up and supervises the homeroom teacher they are taking the place of, the remaining students will separate to their homeroom location. Teachers of pull-out programs will escort their students to their regular class.
9. Closely monitor and be responsible for your class's behavior. When walking students enforce quiet straight lines. Issue Disciplinary Referrals if students choose to disobey you in any way.

**Lakeside School, Crisis Response Assignments
2021 - 2022**

Function	Employee	First Duties
Incident Commander/PIO/ Command Post/Operations Chief/ Planning/Intelligence	Mike McGrath Assistant: Craig Bailey Jennifer Rodrigues –To be assigned according to the incident.	<ol style="list-style-type: none"> 1. Roll out Emergency Container 2. Report to Command Post 3. Brief staff on situation 4. Deploy staff to positions
Perimeter Security/Facilitator Logistics Chief /Supplies /Facilities	Dorla Lee McNeill Assistants: All MOT	<ol style="list-style-type: none"> 1. Secure all gates and entrances to school and remain there until Commander states otherwise 2. Field emergency vehicles 3. Distribute supplies as needed 4. Take out all signs and set them up at proper locations 5. Place the cones out at the baseball diamond for classes to line up.
Finance/Administration Chief	Leader: Emma Brow	<ol style="list-style-type: none"> 1. Report to Command Post 2. Set-up work space 3. Turn radios to Channel #3 4. Student Assembly Area will notify you of missing students 5. Brief Incident Commander of students that are unaccounted for 6. Record information that relates to incident purchasing
Student Request/ Student Release/Reunification Gate	Leader: Wendy Oliver Assistant:	<ol style="list-style-type: none"> 1. Report to Command Post for briefing 2. Obtain Student Emergency Cards at Command Post 3. Turn radio to Channel #3 to communicate with Student Assembly Area leaders 4. Set-up work station by gate 5. Students are not released at the reunification gate until all students are accounted for.
Medical Team ☆ Triage ☆ First Aid	Leader: Health Tech.: Mrs. Hernandez Mrs. Moreno Staff Nurse: Mrs. Sarti	<ol style="list-style-type: none"> 1. Take roll then give roll to your Buddy Teacher 2. Take Emergency Boxes to First Aid Area 3. Turn radio to Channel #3 and respond to Search & Rescue medical needs 4. Notify Command Post of serious situations 5. Spread out tarps 6. Administer First Aid as needed

<u>Staff in Charge of Students</u>	<u>Location</u>
<p><u>Team 1</u></p> <p>Team 1 walks students to the student body area # 1 and takes roll. Aronson and Galland bring their students to the student body area take a roll call. Martha Valencia supervises Mrs. Galland students, and Estelle Travis supervises Mrs. Aronson's students. Once roll is taken by Team Leader North (Mrs. Moore) the supervising teacher or staff member walks the students to the dirt road and head to the baseball diamonds and line up in front of their cone, or perpendicular to the fence where their room number is located. Search and Rescue remain with injured, and, or escort them to triage. Once completed they go to their homeroom class and supervise.</p>	<p>See Map for Evacuation Plan Number</p> <p>Aronson- Search and Rescue Galland- Search and Rescue Meza- in charge of class Martha- Supervises Galland's Estelle- Supervises Aronson's</p>
<p><u>Team 2</u></p> <p>Team 2 walks students to the student body area # 1 and takes a roll call. Shelton supervises Mrs. Moore's class. A. Rodriguez supervises Mrs. Muir's class. Mrs. Garcia supervises all Learning Center class and Mrs. Jone's class. Once roll is taken by Team Leader North (Mrs. Moore) the supervising teacher, or staff member walks students to the dirt road and head to the baseball diamond and line up in front of their home room cone or perpendicular to the fence where there home room room number is located in a single file line in alphabetical order. Search and Rescue remain with injured, or escort them to triage. Once completed they go to their class and supervise at the baseball diamond area.</p>	<p>See Map for Evacuation Plan Number</p> <p>Moore- Team Leader North Muir- Search and Rescue Jones- Search and Rescue Shelton- Supervises Moore's A. Rodriguez- Supervises Muir's Garcia- Supervises all Special Ed students in room 122 and 124.</p>

<p><u>Team 3</u></p> <p>Team 3 walks students to the student body area # 1 and takes roll. Candi Rodriguez supervises J. Andreotti's class. Once roll is taken by Team Leader North (Mrs. Moore) the Supervising Teacher or Staff member walks students to dirt road and head to the baseball diamond and line up perpendicular to the fence where their home room number is located, or in front of their home room cone in alphabetic order in a single file line. Search and Rescue remain with injured, or escort them to triage. Once completed they go to their class and supervise.</p>	<p>See Map for Evacuation Plan Number</p> <p>J.Rendon-Search and Rescue Andreotti- Search and Rescue S. Rodriguez- Supervises own class Comfort- Supervises own class Lopez- Supervises own class and Rendon's class C. Rodriguez- Supervises Andreotti's class.</p>
<p><u>Team 4</u></p> <p>Teams 4 walks out to the student body area # 2 and takes roll, and accounts for students. Gina Miller supervises K. Gonzales Class, and Criswell supervises Ayottes class. Once roll is taken by Team Leader South (Thomp/Surg.) the supervising teacher or staff member walks students to the baseball diamond and line up in front of the fence perpendicular to their home room number on the fence or in front of their home room cone in alphabetic order in a single file line. Search and Rescue remain with injured, or escort them to triage. Once completed they go to their home room class and supervise.</p>	<p>See Map for Evacuation Plan Number</p> <p>Thomp/Surgener-Team Leader South #1 Ayotte-Search and Rescue K.Gonzales-Search and Rescue Gina Miller- Supervises K.Gonzalez Class Criswell- Supervises Ayottes Class Weeks- Supervises own Class and Surg. /Thom's class.</p>
<p><u>Team 5</u></p> <p>Team 5 walks out to the student body area # 2 and takes roll, and accounts for students. Gill Supervises her own class and Schumacher's class. Forster supervises Kadel's class and his own. Once roll is taken by Team Leader South (Ms. Frank) the Buddy teacher and aides walk students to the baseball diamond area and line up perpendicular in front of their home room number on the chain link fence, or in front of their home room cone in alphabetic order in a single file line.. Search and Rescue remain with injured, and, or escort them to triage. Once completed they go to their homeroom class and supervise.</p>	<p>See Map for Evacuation Plan Number</p> <p>Schumacher- Search and Rescue Kadel- Search and Rescue Forster – Supervises Kadel's and own class. Gill- supervises her own class and Schumacher's class. Fannuchi- supervises her own class and assist Gill and Forster if needed.</p>

<p><u>Team 6</u></p> <p>Team 6 walks out to the student body area # 2 and takes roll, and account for students. Mrs. Smith-Doser supervises for Glossbrenner's class. Taylor William's supervises for Hubbell's. Casteneda supervises for Ms. Frank's class. Once roll is taken by Team Leader South #2 (Ms. Frank) the Supervising teacher or staff member walks students to the baseball diamond and line up in front of their homeroom number, or cone in alphabetic order in a single file line. Search and Rescue remain with injured, or escort them to triage. Once completed they go to their home room class and supervise.</p>	<p>See Map for Evacuation Plan Number</p> <p>Frank- Team Leader South #2 Glossbrenner- Search and Rescue Hubbell,- Search and Rescue Lisa Smith-Doser- Supervises for Glossbrenner's class. Taylor Williams- Supervises for Hubbell's class Casteneda- Supervises for Frank's class</p>
<p><u>Team 7</u></p> <p>Team 7 walks students out to student body area # 2 and takes roll, and accounts for students. Jessica Castellon (Library Clerk) supervises Romo's class, and Mrs. Greer supervises Mr. Guthrie's class, and her own. Once roll is taken by Team Leader South #2(Ms. Frank) the Supervising teacher or staff member walks students to the baseball diamond in a single file line and line up at their home room cone in alphabetic order in a single file line. Search and Rescue remain with injured, and, or escort them to triage. Once completed they go to their home room class and supervise.</p>	<p>See Map for Evacuation Plan Number</p> <p>Guthrie- Search and Rescue Romo- Search and Rescue Greer Supervises Romo's class Greer- supervises Guthrie's class and her own class.. Castellon (Librarian) helps supervise Romo and Guthrie's class with Mrs. Greer.</p>
<p><u>Team 8</u></p> <p>Emma Brow – Sweeps workroom, & Sp. Ed. Offices and Report to Command Post Wendy Oliver – Sweeps & locks all office doors, and supervises Release Gate. Aguirre Reports to Command Post</p>	<p>See Map for Evacuation Plan Number</p>
<p><u>Team 9</u></p> <p>Sarti, Hernandez, Moreno, Van Elswick, Saxon. Radio Channel to channel #1</p>	<p>Triage</p>

<p>Search and Rescue Team</p> <p>☆ Team members</p>	<p>Leader: Jennifer Rodrigues –Radio to channel #2 Assistant: Margee Aguirre-Radio to channel #3 Assistant: Emma Brow-Radio to channel #1</p>	<ol style="list-style-type: none"> Students exit building through outside doors if safe (not hallway doors unless outside exiting doors are unsafe) and line-up in ABC order outside of room silently Take disaster container, put place card on door, put on hard hat and safety vest, and Teams 1-3 turn on radio to Channel #2. Teams 4-7 turn to Channel #3 Take a roll and give Student Accountability form to your buddy teacher and relinquish your students to them. (You do not escort your students to the assembly area; your Supervising Teacher, or aide does that.) Meet partner at farthest room from assembly area. Start Search Radio the Search and Rescue Leader immediately to report any problems and report “All Clear” when finished with entire search Search and Rescue Leader will notify you if more services are needed
<p>Teams 1-3 have your radios turned to <u>Channel 2</u>.</p>	<p><u>Team 1</u> Crystal Aronson Julie Galland Rooms: 201, 202, 203, 204, and Band Room.</p> <p><u>Team 2</u> Jones Pepper Muir Rooms: 114, 116, 118, lower restrooms, 120,122, and 124.</p> <p><u>Team 3</u> Johanna Rendon Joseph Andreotti Rooms: 104, 106, 108, 110, & 112.</p>	
<p>Teams 4-5 have your radios turned to <u>Channel 3</u></p>	<p><u>Team 4</u> Kim Gonzalez Nancy Ayotte Rooms: 501, 502, 901, 902, 903, 904, 905, and portable restrooms.</p> <p><u>Team 5</u> John Schumacher Melissa Kadel Rooms: 111, 113, 115, 117, 119, 121, 123</p>	
<p>Teams 6-7 have your radios turned to <u>Channel 3</u></p>	<p><u>Team 6</u> Glossbrennar Madison Hubbell Rooms: 101, 103, upper restrooms, teacher restrooms, 107, 109.</p> <p><u>Team 7</u> Rich Guthrie Greg Romo Rooms: Gymnasium, Boys and Girls Locker Rooms, 303, Lounge, Library.</p>	
<p>Team 8 and Emma Brow communicate students at triage. <u>Channel 1</u></p>	<p><u>Team 8</u> Emma Brow – Sweeps workroom, health room, & Sp. Ed. Offices to command post. Channel #1</p>	

	<p>Jennifer Rodrigues – Sweeps Cafeteria and reports to Command Post. Turns radio to channel #2.</p> <p>Wendy Oliver- Sweeps & locks all office doors and goes to the reunification gate.</p> <p>Margee Aguirre- Sweeps Cafeteria and reports to Command Post. Turns radio to channel # 3</p> <p>Saxon Reports students to Emma on #1</p>	
Student Assembly Area	<p>A. Leader: North Laura Moore Channel 2</p> <p>B. Leader: South (1) Surgener/Thompson Channel 3</p> <p>C. Leader: South (2) Sarah Bell Frank- Channel 3</p> <p>D. <u>Team 9</u> reports to the Northwest corner of Gymnasium and has radio turned to channel #1 and reports all students that show up to Emma Brow. Emma reports students at triage to Jennifer and Margee.</p>	<ol style="list-style-type: none"> 1. Turn Radio to the assigned channel. 2. Collect each group's attendance and notify the Command Post of any students unaccounted for 3. Students are to remain in class groups 4. Students are to remain silent and sit or take a knee 5. Send students to First Aid as needed 6. Student Reunification staff will contact you to request students 7. Arrange sibling reunions with lower grade 8. In a real event, students may talk quietly only when the Student Assembly Area Leader/Assistant gives the O.K., and that would be after all students have been accounted for, emergency personnel have been notified and are on scene, and students are waiting for parent pick-up
Student Care/Sanitation	Leader: M.O.T.- Team 10	<ol style="list-style-type: none"> 1. Get Cones Placed for classrooms 2. Get Sanitation set-up

MOT to Do for Disaster Drill

- Put vest on
- Barry Lant calls M&S Security (661) 397-9616
- Barry Lant calls Kern County Fire Dept. 861-2521 or Old River 831-3467
- Bailey calls drill on loud speaker 9200 Pause # 00
- Wait one minute then sound earthquake evacuation. 9200 Pause # 13

- Cesar

- o Check gas & electric
- o Sweep Auditorium for students and personal.
- o Report to Command Post on Radio Channel # 5 to help with additional Search and Rescue if needed.
- o Help with traffic control

-Elizabeth-Janet, – Put out signs

- o Parent Release Gate
- o Command Post
- o Media Center
- o Student Assembly
- o First Aid
- o Supplies Container
- o Help with traffic control

-Dorla -

- o Lock all gates at bus barn, shop and north yard
- o Report to Command Post by radio channel #5
- o Station at supply container
- o Get out toilets
- o Get out supplies as needed

--Lisette

- o Lock gate by library, the one by the pool, and the D.O. Gate
- o Report to Mrs. Oliver at D.O to exit students.

- **Bernice,** – Traffic flow (parents) at parking lots from auditorium to pool parking lot. Direct the emergency vehicles down Shafter Road and through the bus barn area.

-Loretta –

- o Station at side of Old River Road and Shafter in front of school to direct people and emergency vehicles if needed. Emergency vehicles down Shafter. Parent Pick Up goes to the District Office Area.
- o Stay tuned to Channel 5

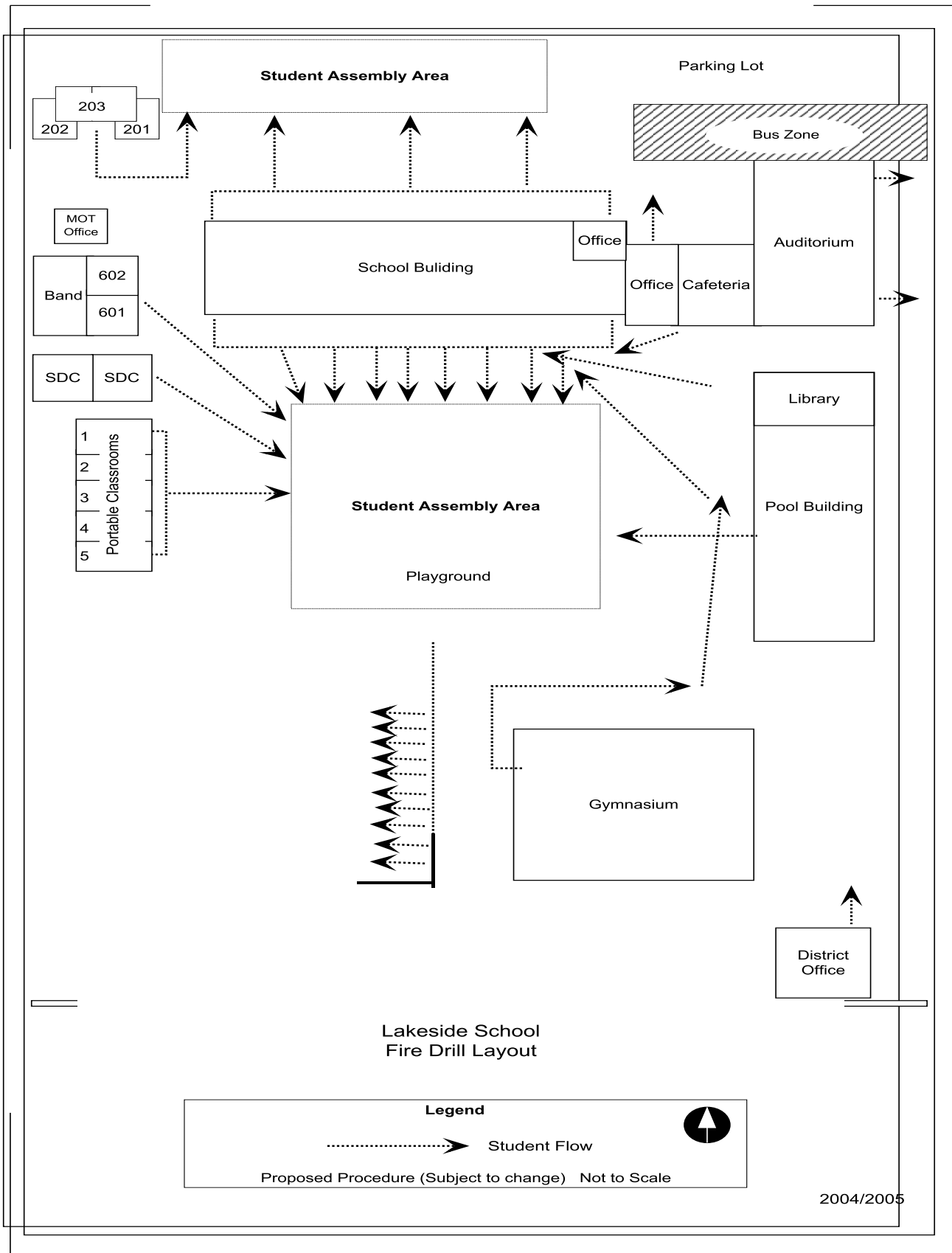
-Mayra-

- o Scan Kitchen, Cafeteria, Spider Room for staff or students and clear the area.

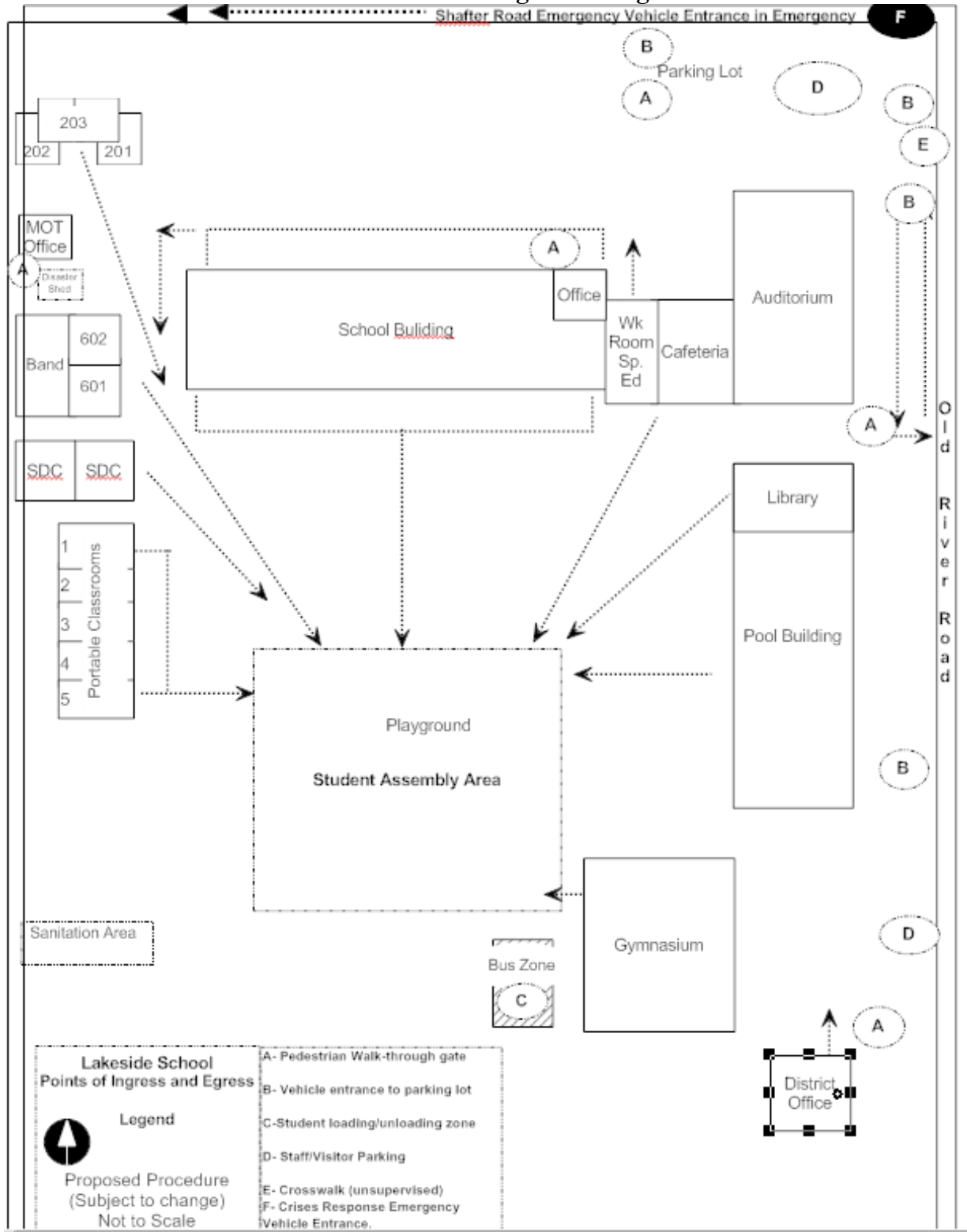
After completion of drill

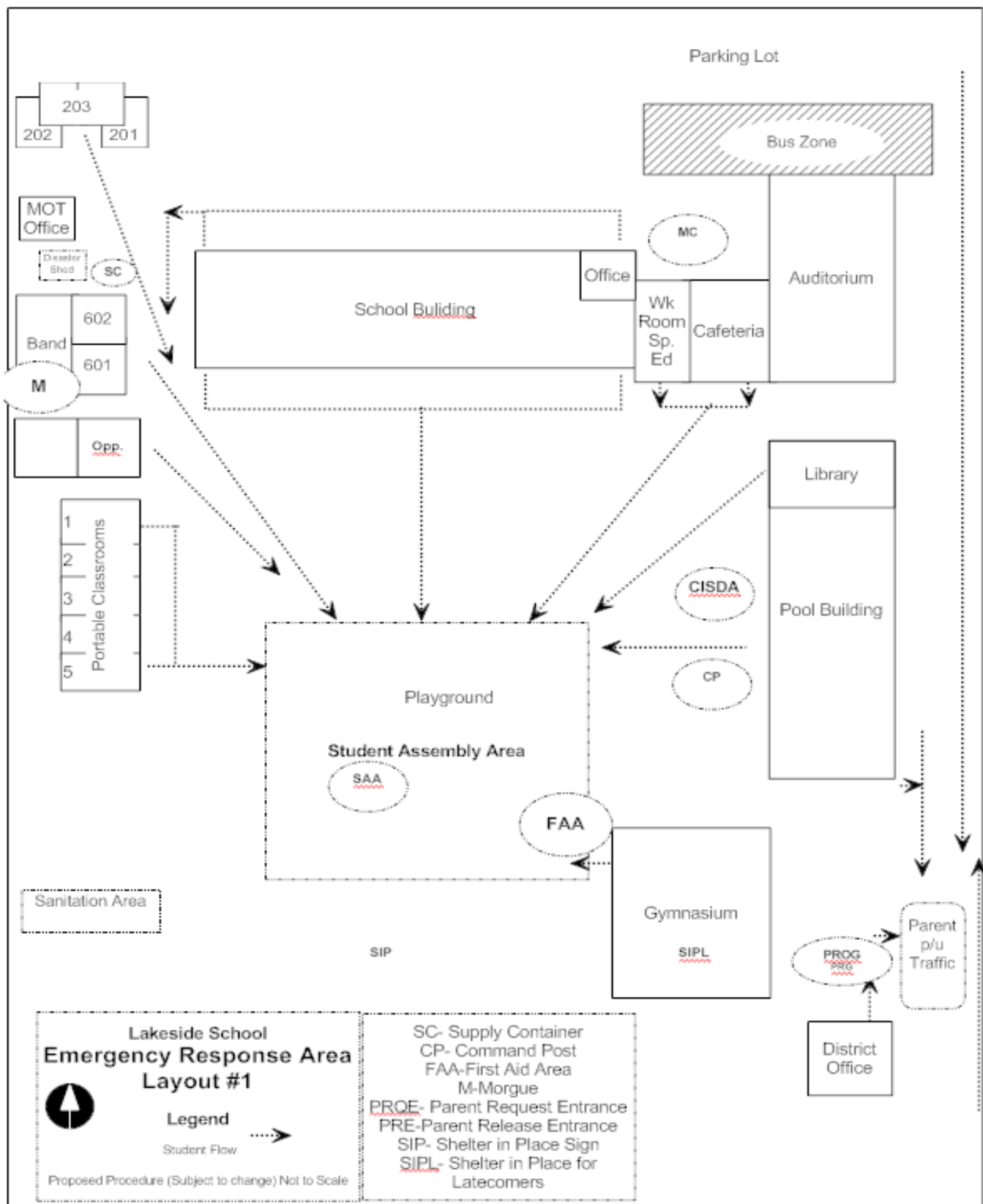
- Bailey or McGrath makes all call (7 # 00 old phone systems) **9200 pause #00**
- Barry Lant calls M&S Security 397-9616
- Barry Lant calls Fire Dept. 861-2521

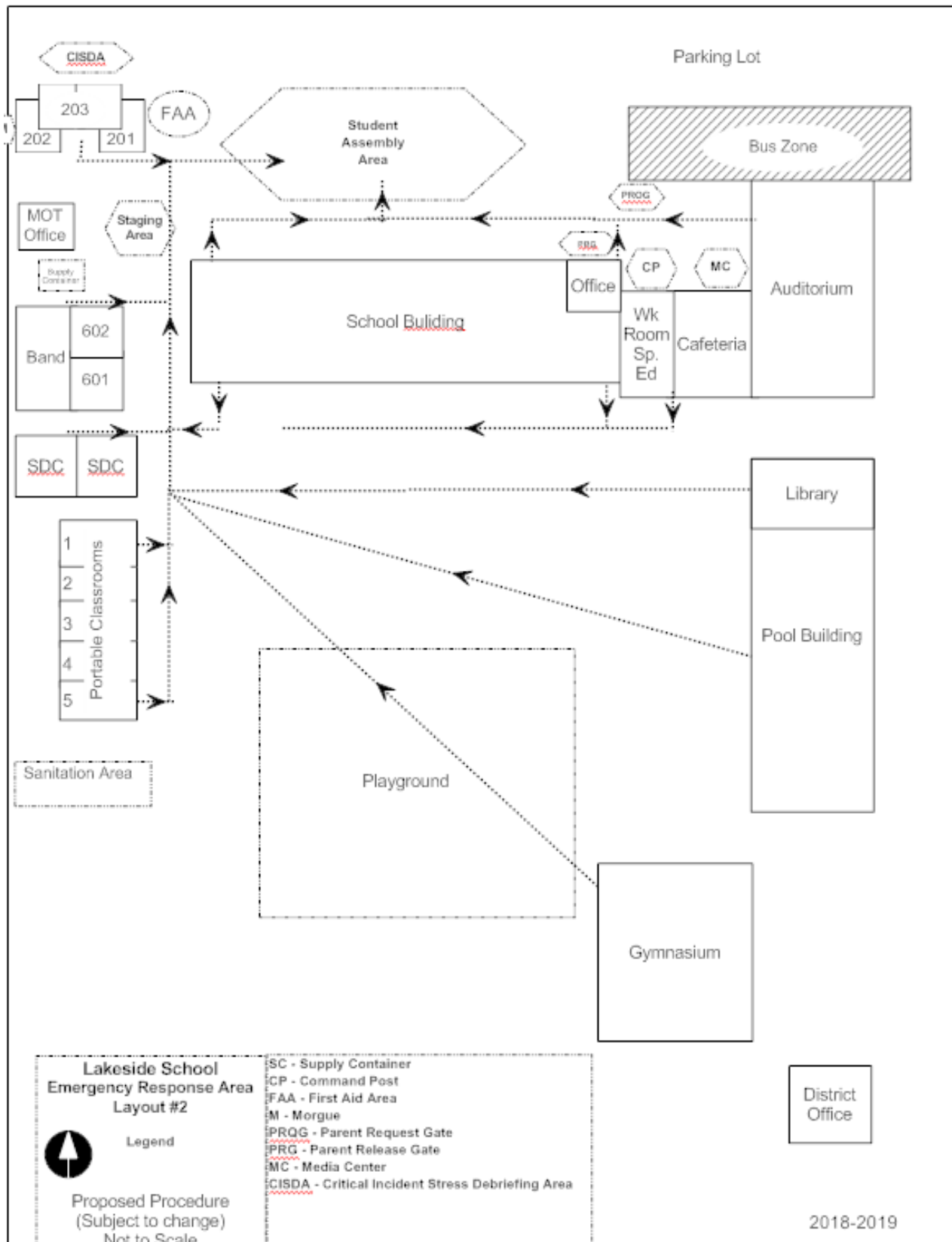
LAKESIDE SCHOOL CRISIS RESPONSE LAYOUT



Points of Ingress and Egress

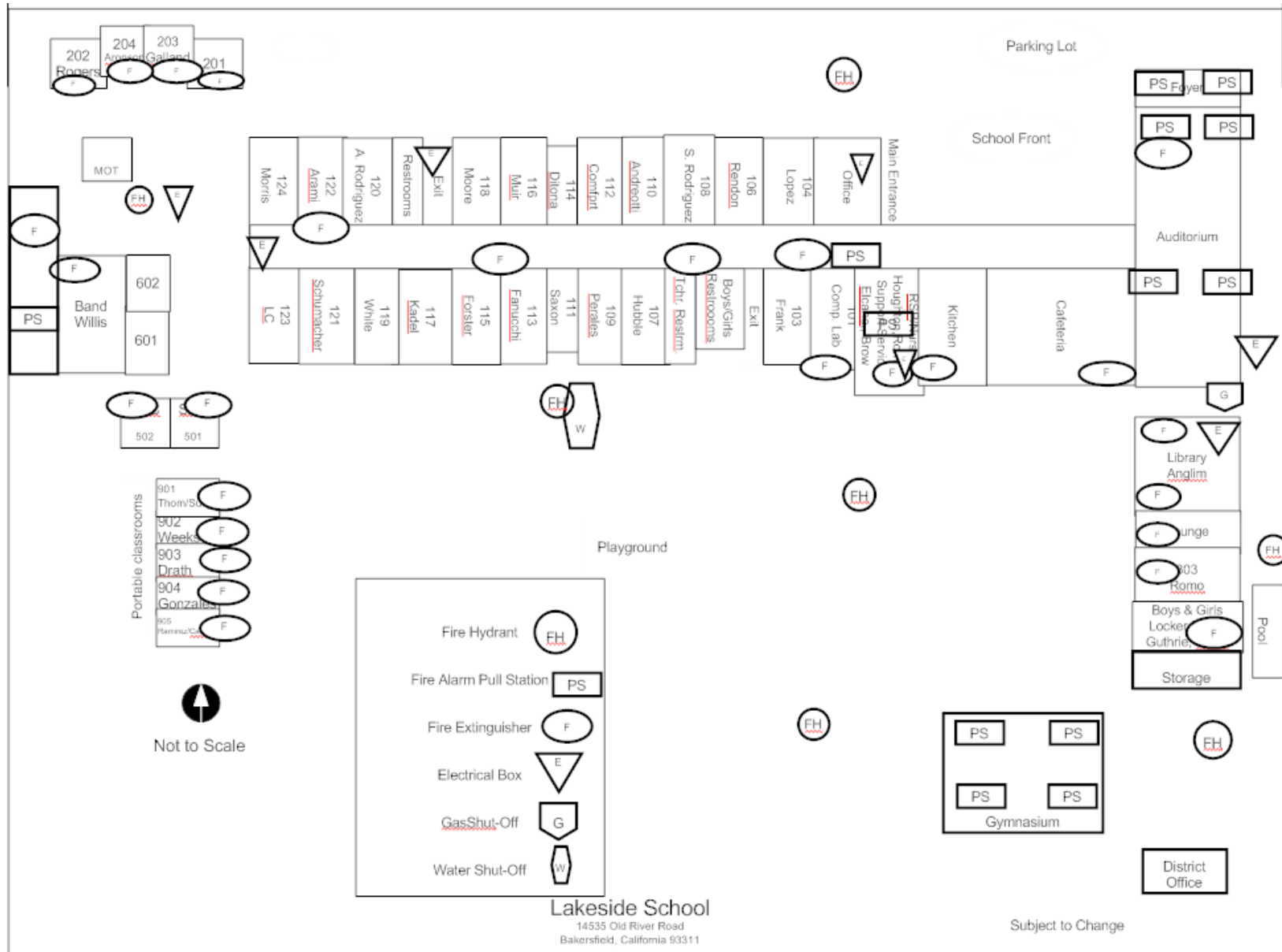






Lakeside School Utility Shut off.

Lakeside School Fire Hydrant, Fire Alarm Pull Stations, Fire Extinguisher, Electrical Box, Gas Shut Off, and Water Shut Off Stations.



LAKESIDE SCHOOL SAFETY DRILL

2021-2022

LAKESIDE SCHOOL SAFETY DRILL

Lakeside School		
Safety Drill	Date	Time
Fire Drill	August 20, 2021	2:00 PM
Lock Down	August 25, 2021	9:30 AM
Duck and Cover	August 31, 2021	1:15 PM
Lock Down	September 09, 2021	9:30 AM
Fire Drill and Evacuation	September 22, 2021	10:20 AM
Lock Down	October 7, 2021	1:50 PM
California Shake-Out w/ Duck & Cover	October 14, 2021	10:00 AM
Lockdown	November 5, 2021	2:00 PM
Fire Drill	November 19, 2021	9:35 AM
Duck and Cover	December 15, 2021	9:45 AM
Lock Down Drill	January 10, 2022	9:50 AM
Duck and Cover	February 2, 2022	1:30 PM
Fire Drill	March 17, 2022	2:00 PM
Lock Down	April 8, 2022	10:20 AM
Duck and Cover	May 6, 2022	9:30 AM

Donald E. Suburu School

I. ADMINISTRATIVE ACTION

a. Emergency Information

i. First Responders Guide

1. All Call to staff
2. 911 call to Police and Allied Agencies
3. Initiate telephone tree communication
4. Notify police of the crisis Response Binders (maps, intercoms, etc.)

School Site Contacts	Telephone Numbers
District Office	836-6658
Suburu School Office	665-8190
Suburu School Fax	665-8282
School Personnel	Cell Phone Numbers
Ty Bryson, Superintendent	343-3417
Valerie Garcia	444-2355
Dorla Lee-McNeill, Transportation	343-3412
Darrell Howard, Lead Custodian	343-3414
Cafeteria Manager	330-9011
Emergency Response	Telephone Numbers
Law Enforcement	327-7111
Fire Department	861-2521
Ambulance	327-4111
Mercy Hospital Emergency Room	327-3371
Traffic	326-3882
PG&E	(800) 743-5000, (800) 227-6000, (800) 743-5002
Police Report	Policereport.bakersfieldpd.us

II. TWO –WAY COMMUNICATION (IF TELEPHONE CONTACT CANNOT BE MADE)

- a. Contact the District Superintendent or law enforcement agency in an extreme emergency when immediate telephone contact cannot be made.

Prepare statement for transmittal in the following way:

1. Name of person or agency you are calling
2. Principal's Name: Valerie Garcia
3. School's Name: Donald E. Suburu Elementary School
4. School Address: 7315 Harris Road
5. Phone number immediately available for response. (661) 665-8190

- b. Call the nearest 2-way radio site. If the number cannot be reached, call another site if available.
- c. Identify yourself and indicate the need to transmit an emergency message.
- d. Read your statement as prepared in step 1 above.
- e. Remain on the phone/radio until you receive the following verification:
 - i. Message repeated as given by you.
 - ii. Confirmation that message has been transmitted.

III. TELEPHONE TREE COMMUNICATIONS

- a. A telephone tree communication for the school district can be initiated at any level. This system is designed to provide for the flow of information either up or down the tree.
 - i. **District** Superintendent or designee.
 - ii. Site Administrator
 - iii. Lead teachers
 1. The point of contact for the site administrators.
 2. Responsible for transferring information to and from the site administrator and teachers in their group.
 - a. See group assignments below.
 3. Responsible for staff and student accountability for their group.

Group TK	Group K	Group 1	Group 2	Group 3	Group 4	Group 5
Gayer	Craig	Riley	Takach	Andrews	Bonilla	Harmon
Chavez	Wolff	Dixon	Borgerson	Hopper	Tuairau	Castaneda
Jessica Rodriguez	Walker	Walton	Boren	Ogden	Camp	Sanchez
Krista Wright	Vega	Sullivan	Obenshain	Seykora	Briggs	Lopez
	Bolinger	Hudson	Whitestone	McCray		
	Ronda Szolek	Blanca Ochoa	Mitchell	Stacey Velasquez	Gonzalo Sanchez	Amber Livingston
	Shelly Ramos	Zontek	Wholaver		Lorena Gutierrez	Rhonda Copeland

Crisis Response Assignments

Every teacher is to escort their class out to the Student Assembly Area, take roll, and then secures their class with their group buddy.

Each class is to be identified with a sign that has the teacher's name on it. The first student in line facing the Student Assembly area is to hold the sign.

Teachers of pull-out programs will escort their students to their regular class then report to their assigned duty or area.

Buddy teacher is to send a student with all the team's roll sheets to the Student Assembly Area leaders, Laura Takach and Audrey Craig.

All teachers on assignment are to report to their designated area. When finished, they are to report to their students for supervision and be on call for another assignment.

Function	Employee	First Duties
Incident Commander /PIO/ Command Post/Operations Chief/ Planning/Intelligence	Leader: Valerie Garcia Assistant: Tara Carr Kami Logan –Set-up, scribe, time keeper	1.Report to Command Post 2. Brief staff on situation 3. Deploy staff to positions 4. Refer to job description clipboards.
Perimeter Security/Facilitator	Darrell Howard Assistants: All MOT	1. Secure all gates and entrances 2. Roll out Emergency Container 3. Field emergency vehicles 4. Set out signs 5. Direct traffic

Medical Team ★ Triage ★ First Aide	Leader: Kathy McCray Assistant: Catalina Uribe	1. Take roll then secure your students with Buddy 2. Take Emergency boxes to First Aid Area 3. Report to Command Post by radio 4. Refer to job description clipboard
Student Care/Sanitation	Leader: Kelsey Boron Assistant: Jesse Mitchell	1. Take roll then secure your students with Buddy 2. Report to Command Post by radio 3. Get Sanitation set-up
Student Request/ Student Release/Reunification Gate Moved to Park Gate	Leader: Ronda Szolek Assistant: Blanca Ochoa Lorena Gutierrez	1. Take roll then secure your students with Buddy 2. Report to Command Post for briefing 3. Obtain Student Emergency Cards at Command Post

		4. Refer to job description clipboard
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Student Assembly Area	Leader: Laura Takach Assistants: Shelly Ramos	<ol style="list-style-type: none"> 1. Take roll then give roll to your Buddy Teacher 2. Have students sit in class groups 3. Collect roll sheets and deliver to Command Post. Students are to remain quiet and are not to wander around 4. Arrange sibling reunions with lower grade 5. Student Reunification staff will contact you to request students
Logistics Chief/ Supplies/Facilities ☆ Logistics Staffing	Leader: Ronda Szolek Assistant:	<ol style="list-style-type: none"> 1. Take roll then give roll to your Buddy Teacher 2. Report to Command Post for briefing 3. Meet at Supply Container 4. Refer to job description clipboard
Finance/Administration Chief	Leader: Stacey Velasquez	<ol style="list-style-type: none"> 1. Report to Command Post 2. Set-up work space 3. Accept and record roll sheets 4. Record information that relates to purchasing

<p>Search and Rescue Team</p> <p>☆ Team members</p>	<p>Leaders: Kelly Harmon Assistant: Donna Wholaver</p> <p><u>Team 200</u> Vega Craig Alternate: Wolff Rooms: 201-206</p> <p><u>Team 300</u> Walton Sullivan Alternate: Dixon Rooms: 301-307 & Restrooms</p> <p><u>Team 700</u> Obenshain Whitestone Alternate: Borgerson Rooms: 701 - 706</p> <p><u>Team 500</u> McCray Seykora Alternate: Mitchell Rooms: 501 -508</p> <p><u>Team 805</u> Bonilla Camp Alternate: Zontek Rooms: 805 -808, 809-810 & Portable Restrooms</p> <p><u>Team 801</u> Harmon Lopez Alternate: Amber Livingston Rooms: 801-804</p> <p><u>Team 400</u> MOT to check 400's, MPR, MPR restrooms, & 900's</p> <p><u>Team Office</u> Office staff to evacuate office</p>	<ol style="list-style-type: none"> 1. Take roll then give roll to your Buddy Teacher 2. Report directly to your assigned location with your radio and hard hat on 3. Meet-up with your partner 4. Radio to team leaders before starting search 5. Radio after search is complete for further directions 6. Follow directions on job description clipboard. <p>When finished with your search, help with Supervision</p> <p>Lock office front door. One person remains outside of the front door.</p>
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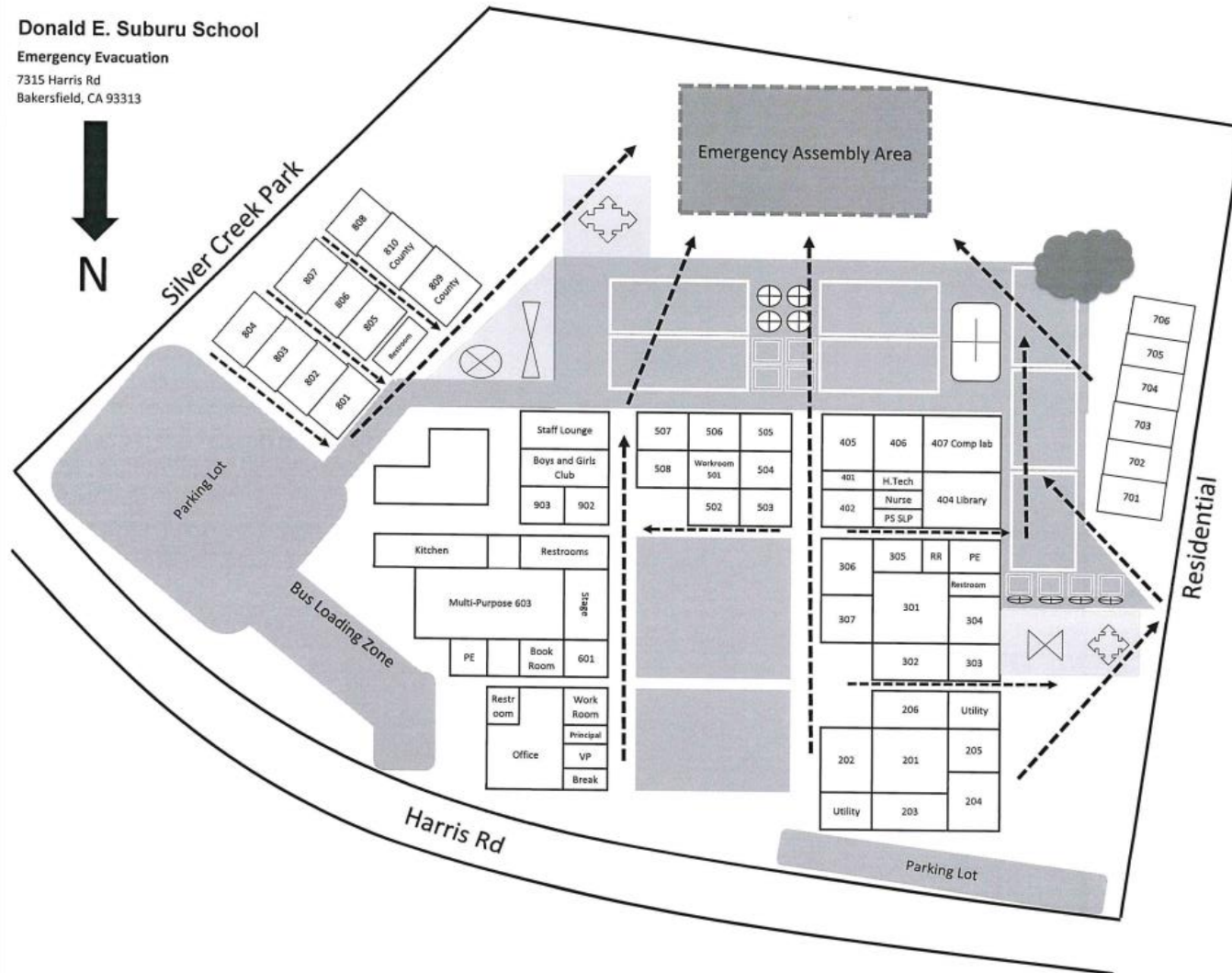
Donald E. Suburu School
 7315 Harris Rd
 Bakersfield, CA 93313



Donald E. Suburu School

Emergency Evacuation

7315 Harris Rd
Bakersfield, CA 93313



**Donald E. Suburu School
Drill Schedule
2021-2022**

Date	Time	Drill
Thursday, September 9, 2021	8:45	Fire Drill
Friday, October 8, 2021	9:30	Lockdown Drill
Thursday, October 14, 2021	10:15	Earthquake/ Fire Drill
Thursday, November 12, 2021	9:30	Fire Drill
Friday, December 10, 2021	Unannounced	Fire Drill
Thursday, December 16, 2021	Unannounced	Lockdown Drill
Tuesday, January 18, 2022	1:15	Fire Drill
Friday, February 4, 2022	Unannounced	Fire Drill
Monday, March 7, 2022	1:45	Lockdown Drill
Monday, March 28, 2022	1:45	Fire Drill
Wednesday, April 6, 2022	9:30	Fire Drill
Friday, May 20, 2022	8:45	Fire Drill

Emergency Assignments

Lakeside School

Incident Commander

PIO

Command Post

Operations Chief

- Search/Rescue Group Supervisor
 - S & RI
 - S& RII Utilities
- Medical Supervisor
 - Triage
 - First Aid
- Assembly Supervisor
 - Student Care/Sanitation I
 - Student Care/Sanitation II
- Reunification
 - Request Gate
 - Reunion Gate

Planning/Intelligence Chief

Logistics Chief

- Supplies/Equipment
- Staffing

Finance/Administration Chief

Section: Command Incident Commander

Responsibilities:

- The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations. Ensure the safety of students, staff and others on campus. Lead by example: your behavior sets tone for staff and students.

The public has the right and need to know important information related to emergencies/disaster at the school site as soon as it is available.

Start-up Actions:

- Obtain your personal safety equipment; for example, hard hat, vest, clipboard (with job description sheet)
- Should have a copy of all job descriptions
- Assess type and scope of emergency
- Determine threat to human life and structures
- Implement emergency/ disaster plan and hazard specific procedures
- Develop, communicate, and implement an incident action plan with objectives and a time frame to meet those objectives
- Activate functions (assign positions) as needed:
 - Fill in “Incident Assignments” form
 - Appoint a backup or alternate IC
- News media can play a key role assisting the school in getting Information released must be consistent, accurate, and timely.
- Assign a PIO representative

Ongoing Operational Duties:

- Continue to monitor and assess total school situation:
 - View site map periodically for S&R progress and damage assessment information
 - Check with chiefs for periodic updates
 - Reassign personnel as needed
- Report to school district on status of students, staff, and campus as needed. (Site Stats Report)
- Develop and communicate revised incident action plans as needed
- Begin student release when appropriate Note: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.
- Complete Information form.
- Brief agency representatives on current situation, priorities, and incident action plan. Provide periodic updates.

Closing Down:

- Authorize deactivation of sections, branches, or units when they are no longer required
- Remind school site/staff volunteers to refer all questions from media or waiting parents to the PIO.

Command Post Equipment/Supplies:

Campus map	Job description clipboards
Master keys	Command post tray (pens, etc.)
Staff and student rosters	School district radio
Disaster response forms	Campus 2 –way radio
Emergency/disaster plan	AM/FM radio (batteries)
Bullhorn	Duplicate rosters (2 sets)
Vests (if available)	Tables and chairs (if CP is outdoors)
Campus Emergency Planning Guidelines	

Section: Planning/Intelligence

Planning? Intelligence Chief

Responsibilities:

This section is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available

Operational Duties:

- Maintain time log of the Incident, noting all actions and reports. (See sample log in Appendix). **Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records-they are legal documents.

Student and Staff Accounting:

- Receive, record, and analyze Student Accounting forms.
- Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- Report missing persons and site damage to CP.
- Report first aid needs to medical team leader.
- File forms for reference.

Situation Status (Map):

- Collect, organize, and analyze situation information.
- Mark site map appropriately as related reports are received. This includes, but is not limited to, S&R reports and damage updates, giving a concise picture status of campus.
- Preserve map as legal document until photographed.
- Use area-wide map to record information on major incidents, road closures, utility outages, et cetera. (This information, if available, may be useful to staff for planning routes home, et cetera.)

Situation Analysis:

- Assist IC to provide current situation assessments based on analysis of information received.
- Develop situation reports for the CP to support the action planning process.
- Think ahead and anticipate situations and problems before they occur.

Closing Down:

- Close out all logs and turn all documents into Documentation.
- Return equipment and reusable supplies to Logistics.
- Collect and file all paperwork and documentation from deactivating sections.

- Securely package and store these documents for future use.

Equipment/Supplies:

- Job description clipboard
- Two-way radio, file box(s), paper, pens.
- File box(s), paper, pens, dry-erase pens, tissues.
- Large site map of campus, laminated or covered with Plexiglas.
- Forms: Emergency Time/Situation Report
 - Sample Log
 - Student Accounting form
- Map of County or local area.

Section: Operations

Operations Chief

Responsibilities: The Operations Chief manages the direct responses to the disaster, which can include the following:

- Search & Rescue/Utilities
- Medical
- Student Care
- Student Release

Start-Up Actions:

- Check in with Incident Commander for situation briefing
- Obtain necessary equipment and supplies from Logistics
- Put on position identifier, such as vest, if available

Ongoing Operational Duties:

- Assume the duties of all operations positions until staff is available and assigned.
- As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrives, brief them on the situation and assign them as needed.
- Coordinate Search and Rescue (S&R) operations. Appoint S&R team Leader to direct their operations if necessary.
- As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
- Make sure that Operations staffs are following standard procedures, utilizing appropriate safety gear and documenting their activities.

Closing Down:

- Route fire, rescue, police, et cetera as appropriate
- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by IC, deactivate the section and close out all logs. Report to staffing with all logs and appropriate information for reassignment
- Identify and mitigate safety hazards and situations

Equipment/Supplies:

- Vest or position identifier, if available
- S&R equipment
- Two-way radio
- Job description clipboard, Paper, and pens
- Forms: S&R maps, large campus map.

Section: Operations

Search and Rescue Team Leader

Safety Rules: Buddy system: Minimum of two persons per team. Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.

Start-up Actions

- Obtain all necessary equipment from container. See list below.
- Obtain briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
- Assign teams based on available manpower, minimum two people per team.

Operational Duties:

- Perform visual check of outfitted team leaving CP; include radio check. Team must wear sturdy shoes and safety equipment.
- Record names and assignments before deploying teams.
- Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- Record all teams' progress and report on site map, keeping others at CP informed of problems. When a room is reported clear, mark a "C" on the map.
- If injured students are located, consult Operations Chief for response. Utilize Search and Rescue teams to transport to first aid area.
- Record exact location of damage.
- Keep radio communication brief and simple. No codes.*

Closing Down:

- Record the return of each S&R team. Direct them to return equipment and report for additional assignment to Logistics.
- Provide maps and logs to the Operations Chief.

Equipment/Supplies

- Teams wear vest, hard hat, work and latex gloves, and whistle with master keys on lanyard. One member wears first aid backpack.
- Teams carry campus two-way radio and clipboard with job description and map indicating search plan.
- Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.

***Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations Search and Rescue Teams/Utilities

Safety:

- Buddy system: Minimum of two persons per team. Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.

Start-up Actions:

- Obtain all necessary equipment from container. See list below. You must be wearing sturdy shoes, long sleeves, hard hat, and gloves. Put batteries in flashlight.

Operational Duties:

- Report gas leaks, fires, or structural damage to the CP Chief Immediately upon discovery. Shut off gas or extinguish fires if possible.
- Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to OP Chief that room has been cleared (ex:"Room A-123 is clear").*
- When injured victim is located, team transmits location, number, and condition of injured to OP Chief. Do not use names of students or staff. Follow directions from OP Chief.
- Keep radio communication brief and simple. No Codes.
- Do not move dead bodies; report to OP Chief.

Closing Down:

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.
- No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.

Equipment/Supplies:

- Wear vest, hard hat, work and latex gloves, and whistle with master key on neck lanyard. Wear first aid backpack.
- Carry campus two-way radio and clipboard with job description and map indicating search plan.
- Carry bucket or duffel bag with goggles, flashlight, just masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations Medical Team Leader

Responsibilities:

- The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or IC when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths. Do not remove any personal effects from the body. Personal effects must remain with the body at all times.

Start-up Actions:

- Establish scope of disaster with OP Chief and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, and two to Delayed.
- Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- Assess available inventory of supplies and equipment
- Review safety procedures and assignments with personnel.
- Establish point of entry (: triage: 0 into treatment area.
- Establish “immediate” and “delayed” treatment areas.
- As soon as possible, notify Operations Chief, who will notify the Command Post (CP), who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. They will notify the Coroner.

Operational Duties:

- Oversee care, treatment, and assessment of Patients.
- Ensure care giver and rescuer safety.
 - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel response for injuries in remote locations.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to Operations Chief.
- Keep Operations Chief informed of overall status.
- Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines
- Stay alert for communicable diseases and isolate appropriately.
- Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, et cetera).
- Review medical files.
- Keep accurate records and make available to law enforcement and/or the Coroner when requested.

Closing Down:

- At the Operations Chief's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by OC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- After all bodies have been picked up, close down the Morgue.
- Return equipment and unused supplies to Logistics.
- Clean up area. Dispose of hazardous waste safely.
- Complete all paperwork and turn into the Documentation Unit.

Equipment/Supplies:

- First aid supplies: see list below
- Job description clipboards
- Stretchers, tables and chairs, blankets, ground cover/tarps, marking pens, quick reference medical guides, and vests, if available
- Forms: Notice of First Aid Care, Medical Treatment Victim Log.

Recommended First Aid Supplies

4X4" compress: 1000 per 500 students	Plastic basket or wire basket stretchers or backboards: 1.5/100 students
8X10" compress: 150 per 500 students	Scissors, paramedic: 4 per campus
Kerlix bandaging: 1 per student	Tweezers: 3 assorted per campus
Ace wrap: 2-inch: 12 per campus	Triage tags: 50 per 500 students
4-inch: 12 per campus	Latex gloves: 100 per 500 students
Triangular bandage: 24 per campus	Oval eye patch: 50 per 500 students
Cardboard splints: 24 each, sm, med., large	Tapes: 1" cloth: 50 rolls/campus
	2" cloth: 24 per campus
Steri-strips or butterfly bandages: 50/campus	Dust masks: 20/100 students
Aqua-Blox (water) cases: 0.016 x students+ staff=#cases (For flushing wounds, et cetera)	Disposable blanket: 10 per 100 students
Neosporin: 144 squeeze packs/campus	First Aid Books: 2 standard and 2 advanced per campus
Hydrogen peroxide: 10 pints/campus	Space blankets: 1/student and staff.
Bleach, 1 small bottle	
Heavy duty rubber gloves, 4 pair	

Section: Operations Medical Team

Personnel: First aid trained staff and volunteers.

Responsibilities:

- Use approved safety equipment and techniques.

Start-Up Actions:

- Obtain and wear personal safety equipment, including latex gloves.
- Check with Medical Team Leader for assignment.

Operational Duties:

- Administer appropriate first aid.
- Keep accurate records of care given.
- Continue to assess victims at regular intervals.
- Report deaths immediately to Medical Team Leader.
- If and when transport is available, do final assessment and document on triage tag. Keep and file records for reference—do not send with victim.
- Student's Emergency Card, if available, must accompany student removed from campus to receive advanced medical attention. Send emergency out to area phone number if available. Inform Reunification Unit of release.

Triage Entry Area

- Staffed with minimum of two trained team members, if possible. One member confirms triage tag category (immediate, delayed, dead) and directs to proper treatment area. Should take 30 seconds to assess—no treatment takes place here. Assess if not tagged.

Treatment Area (“Immediate” and “Delayed”)

- Staff with minimum of two team members per area, if possible.
- One member completes secondary head-to-toe assessment.
- Second member records information on triage tag and on-site treatment records.
- Follow categories: Immediate, Delayed, Dead
- When using two-way radio, do not use names of injured or dead.

Closing Down:

- Return equipment and unused supplies to Logistics.
- Clean up first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn into the Documentation Unit.

Equipment/Supplies:

- First aid supplies (see list below)

- Job description clipboards
- Stretchers, staff and student medication from health office, tables and chairs, blankets, ground cover/tarps, marking pens, quick reference medical guides, and vests, if available.
- Forms: Notice of First Aid Care, Medical Treatment Victim Log

Recommended First Aid Supplies

4X4" compress: 1000 per 500 students	Plastic basket or wire basket stretchers or backboards: 1.5/100 students
8X10" compress: 150 per 500 students	Scissors, paramedic: 4 per campus
Kerlix bandaging: 1 per student	Tweezers: 3 assorted per campus
Ace wrap: 2-inch: 12 per campus	Triage tags: 50 per 500 students
4-inch: 12 per campus	Latex gloves: 100 per 500 students
Triangular bandage: 24 per campus	Oval eye patch: 50 per 500 students
Cardboard splints: 24 each, sm, med., large	Tapes: 1" cloth: 50 rolls/campus
	2" cloth: 24 per campus
Steri-strips or butterfly bandages: 50/campus	Dust masks: 20/100 students
Aqua-Blox (water) cases: 0.016 x students+ staff=#cases (For flushing wounds, et cetera)	Disposable blanket: 10 per 100 students
Neosporin: 144 squeeze packs/campus	First Aid Books: 2 standard and 2 advanced per campus
Hydrogen peroxide: 10 pints/campus	Space blankets: 1/student and staff.
Bleach, 1 small bottle	
Heavy duty rubber gloves, 4 pair	

Student Care

Personnel: All teachers and substitute teachers (may include part-time employees)

Responsibilities:

- Assess situation and remain calm.
- If ground is shaking, lead Duck, Cover, and Hold On.
- Calm, direct, and give aid to students. Assist seriously injured students, if possible.

Lockdown or Shelter in Place:

- If gunfire or explosions are heard, get everyone to lie flat on the floor.
- If Shelter in Place is activated, follow procedures.

Evacuation:

- Check with buddy teacher and assist as necessary
- Take classroom kit, emergency cards, and roll book.
- Evacuate to emergency assembly area:
 - Check with buddy teacher and assist if necessary or evacuate both classes together.
 - Use safest route, alert for hazards; quickly and quietly.
 - Door closed but unlocked for Search and Rescue access.

Assembly Area:

- Instruct students to sit on grass or blacktop.
- Take attendance and complete 'Student Accounting Form.'
- One of each pair of buddy teachers takes accounting forms to Documentation and reports for assignment at Command Post (CP).

Remaining Supervising Teacher:

- Supervise and reassure students.
- Locate emergency cards for each student.
- Administer first aid as necessary or send student to First Aid area with his/her emergency card.
- Fill out "Notice of First Aid Care: form if first aid is given. Retain one copy: attach the other to the emergency card.
- Keep a record of location of all students at all times, using the Student Accounting form.
- Be alert for latent signs of injury/shock in all students.

Student Release:

- Student runners will bring form requesting student.
- Note that student has left on the Student Accounting form.
- Student will accompany runner to release area.

- If parent demands child, breaking release procedure, make appropriate notations, describing incident, on emergency card and store in classroom kit. Avoid confrontations.

Start-Up Actions:

- Wear identification vest if available
- Take job description, clipboard, and radio.
- Check in with Operations Chief for situation briefing.
- Assign personnel to assignments as needed.
- If school is evacuating
 - Verify that the assembly area and routes to it are safe.
 - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties:

- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed
- Support the Student Release process by releasing students with appropriate paperwork
- When necessary, provide water and food to students and staff
- Make arrangements for portable toilets, if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
- Make arrangements to provide shelter for students and staff.
- Arrange activities and keep students reassured
- Update records of the number of students and staff in the assembly area (or in the buildings).
- Direct all requests for information to the PIO.

Closing Down

- Return equipment and reusable supplies to Logistics.
- When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

- Class lists.
- Clipboard with job description.
- Student Information Sheets or Emergency Cards.
- First aid kit: Classroom kit (if available).
- Clipboard and pen or pencil
- Vest.
- Campus two-way radio.
- Ground cover, tarps.
- Water; Food; Sanitation supplies.

- Student Activities: books, games, coloring books, et cetera.
- Forms: Student Accounting, Notice of First Aid Care.

Section: Operations

Student Release

Responsibilities: Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.

Start-Up Actions:

- Obtain and wear vest or position identifier, if available
- Check with Operations Chief for assignment to Request Gate or Release Gate.
- Obtain necessary equipment and forms from Logistics.
- Secure area against unauthorized access. Mark gates with signs.
- Set up Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
- Have Student Release forms available for parents outside of fence at Request Gate. Assign volunteers to assist.
- Set up Release Gate some distance from Request Gate.

Operational Duties:

- Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- Refer all requests for information to the Public Information Officer. Do not spread rumors!
- If volunteers arrive to help, send those with Disaster Volunteer badges to Logistics.

Procedures:

- Requesting adult fills out Student Release form, gives it to staff member, and shows identification, as appropriate.
- Staff verifies identification, pulls Release Card from file, and verifies that the requester is listed on the card.
- Staff instructs the requester to proceed to the Release Gate.
- If there are two copies of the Request Card (one at each gate), staff files the Request Card in the out box. If there is only one copy, runner takes the card with the Student Release form and staff files a blank card with the student's name on it in the out box.

Note: If parent refuses to wait in line, don't argue. Note time with appropriate comments on Emergency Card and place in out box.

If student is with class:

- Runner shows Student Release form to the teacher.
- Teacher marks box, "Sent with Runner"
- Runner walks student(s) to Release Gate.
- Runner hands paperwork to release personnel.
- Release staff-match student requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release form, and release student.

If student is not with the class:

- Teacher makes appropriate notation on Student Release form:
 - “Absent” if student was never in school that day
 - “First Aid” if student is in Medical Treatment area.
 - “Missing” if student was in school but now cannot be located
- Runner takes Student Release form to Assembly Supervisor.
- If runner is retrieving multiple students and one or more are missing , walk available students to Release Gate before returning “ Missing” forms to OC for verification
- Parent should be notified of missing student status and escorted to OP Chief.
- If student is in first aid, parent should be escorted to Medical Treatment Area.
- If student was marked absent, parent will be notified.

Closing Down:

- At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn into the Documentation Unit.

Equipment/Supplies

- Job description clipboard.
- Pens, stapler.
- Box(s) of Emergency Cards.
- Signs to mark Parent Request Gate and Release Gate.
- Signs for Alphabetical grouping to organize the parents (A-F, etc).
- Empty file boxes to use as out boxes.
- Forms: Student Release form (copies for every student).

Section: Logistics

Logistics Chief

Responsibilities: The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-Up Actions:

- Check in with Incident Commander for situation briefing
- Open supplies container or other storage facility.
- Put on position identifier, such as vest, if available.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Command Post and other facilities are set up as needed.

Operational Duties:

- As (or if) staff is assigned brief them on the situation and supervise their activities, utilizing the position checklist.
- Coordinate supplies, equipment, and personnel needs with the IC.
- Maintain security of cargo container, supplies, and equipment.
- Communicate with district EOC per district procedure. At the direction of the IC, report status of students, staff, and campus using Site Status Report form.
- Receive and write down all communications as necessary.
- Follow communications protocol. Do not contact the city directly if the district EOC is available
- Direct the media or the public to the Public Information Officer.
- Monitor AM/FM radio for local emergency news:

Closing Down:

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.
- Close out all logs, message forms, et cetera, and turn them over to Planning and Intelligence.

Equipment/Supplies:

- Job description clipboard.
- Clipboards with volunteer sign-in sheets.
- Two-way radio, paper, pens.
- Cargo container or other storage facility and all emergency supplies stored on campus.
- Forms: Inventory of Emergency Supplies on Campus, Site Status Report, Communications Log, and Message.

- **Section: Logistics**
- **Supplies/Facilities**

Responsibilities: This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.

Start-Up Actions:

- Check in with Logistics Chief for situation briefing.
- Open supplies container or other storage facility if necessary.
- Put on position identifier, such as vest, if available
- Begin distribution of supplies and equipment as needed.
- Set up the Command Post.

Operational Duties:

- Maintain security of cargo container, supplies, and equipment.
- Distribute supplies and equipment as needed.
- Assist team members in location appropriate supplies and equipment.
- Secure and purchase equipment as needed; forward documentation to Finance.

Closing Down:

- At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned
- Secure all equipment and supplies.

Equipment/Supplies:

- Job description clipboard.
- Two-way radio, paper, pens
- Cargo container or other storage facility and all emergency supplies stored on campus.
- Forms: Inventory of Emergency Supplies on Campus. Purchasing Record Log.

Finance:

- Secure all documents regarding purchases.

Section: Logistics Staffing

Responding: This unit is responsible for coordination the assignment of personnel (staff, students, disaster volunteers) in support of the incident.

Start-Up Actions:

- Check in with Logistics Chief for situation briefing.
- Put on position identifier, such as vest, if available.
- Open three logs to list staff, volunteers, and students who are awaiting assignment.

Operational Duties:

- Deploy personnel as requested by the Logistics Chief.
- Sign in volunteers, making sure those volunteers are wearing their I.D. badges.
- Ensure that accurate records are kept of all staff members, indicating hours worked. Timekeeping records are imperative.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Closing Down:

- Ask volunteers to sign out.
- At the Logistic Chief's direction, close out all logs and turn them in to Documentation.
- Return all equipment and supplies.

Equipment/Supplies:

- Job description clipboard.
- Clipboard with volunteer sign-in sheets.
- Two-way radio, paper, pens.
- Cargo container or other storage facility and all emergency supplies stored on campus.
- Forms: Inventory of Emergency Supplies on Campus. List of Registered Disaster Volunteers. Disaster Volunteer badges and log.

Section: Finance/Administration

Finance/ Administration Chief

Responsibilities: The Finance/Administration section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency.

Maintain financial records, track and record staff hours.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Put on position identifier, such as vest, if available.
- Locate and set up work space.
- Record information that relates to personnel time keeping and/or purchasing.

Operational Duties:

- Ensure that accurate records are kept of all staff members, indicating hours worked.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Closing Down:

- At the IC's direction, deactivate the section and close out all logs.

Timekeeping

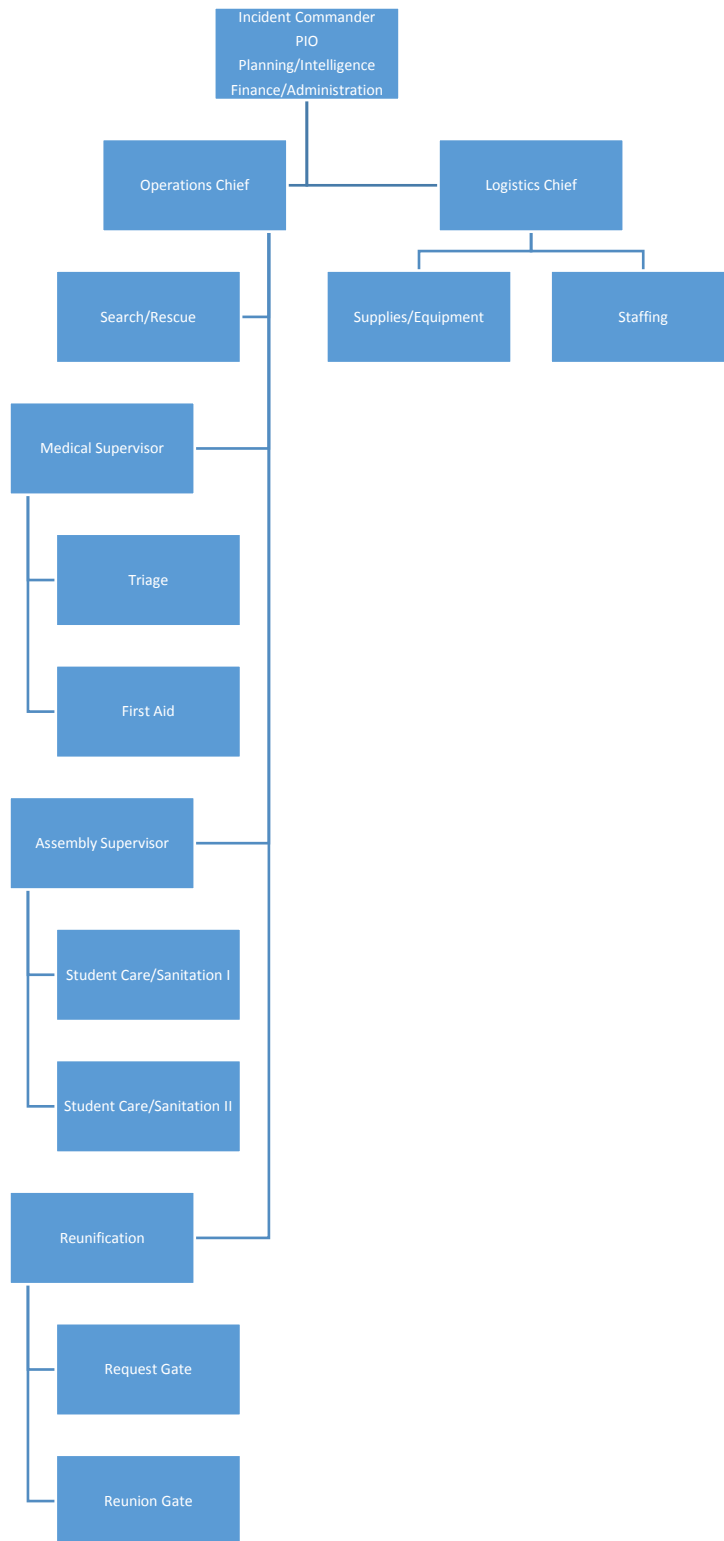
Operational Duties:

- Ensure that accurate records are kept of all staff members, indicating hours worked. Timekeeping records are imperative.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Equipment/Supplies

- Job description clipboard.
- Paper, pens.
- Forms: Staff Duty Log.
- Purchase expense log.

Suburu School



Section: Command Incident Commander

Responsibilities:

- The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations. Ensure the safety of students, staff and others on campus. Lead by example: your behavior sets tone for staff and students.

The public has the right and need to know important information related to emergencies/disaster at the school site as soon as it is available.

Start-up Actions:

- Obtain your personal safety equipment; for example, hard hat, belt, clipboard (with job description sheet)
- Should have a copy of all job descriptions
- Assess type and scope of emergency
- Determine threat to human life and structures
- Implement emergency/ disaster plan and hazard specific procedures
- Develop, communicate, and implement an incident action plan with objectives and a time frame to meet those objectives
- Activate functions (assign positions) as needed:
 - Fill in “Incident Assignments” form
 - Appoint a backup or alternate IC
 - Review position job descriptions and staffing with Logistics Chief.
- News media can play a key role assisting the school in getting emergency/disaster related information to the public (parents). Information released must be consistent, accurate, and timely.
- Acts as a Public Information Officer (PIO) position to represent the school
- Assume responsibilities of Planning and Intelligence until available staff or volunteer is available

Ongoing Operational Duties:

- Continue to monitor and assess total school situation:
 - View site map periodically for S&R progress and damage assessment information
 - Check with chiefs for periodic updates
 - Reassign personnel as needed
- Develop and communicate revised incident action plans as needed
- Begin student release when appropriate Note: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.
- Complete Information form.
- Brief agency representatives on current situation, priorities, and incident action plan. Provide periodic updates.

Closing Down:

- Authorize deactivation of sections, branches, or units when they are no longer required
- Remind school site/staff volunteers to refer all questions from media or waiting parents to the PIO.

Command Post Equipment/Supplies:

Campus map	Job description clipboards
Master keys	Command post tray (pens, etc.)
Staff and student rosters	School district radio
Disaster response forms	Campus 2 –way radio
Emergency/disaster plan	AM/FM radio (batteries)
Bullhorn	Duplicate rosters (2 sets)
Vests (if available)	Tables and chairs (if CP is outdoors)
Campus Emergency Planning Guidelines	

Section: Planning/Intelligence

Planning? Intelligence Chief

Responsibilities:

This section is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on position identifier, such as vest, if available

Operational Duties:

Records:

- Maintain time log of the Incident, noting all actions and reports. (See sample log in Appendix). **Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records-they are legal documents.

Student and Staff Accounting:

- Receive, record, and analyze Student Accounting forms.
- Check off staff roster. Compute number of students, staff, and others on campus for Situation Analysis. Update periodically.
- Report missing persons and site damage to CP.
- Report first aid needs to medical team leader.
- File forms for reference.

Situation Status (Map):

- Collect, organize, and analyze situation information.
- Mark site map appropriately as related reports are received. This includes, but is not limited to, S&R reports and damage updates, giving a concise picture status of campus.
- Preserve map as legal document until photographed.
- Use area-wide map to record information on major incidents, road closures, utility outages, et cetera. (This information, if available, may be useful to staff for planning routes home, et cetera.)

Closing Down:

- Close out all logs and turn all documents into Documentation.
- Return equipment and reusable supplies to Logistics.
- Collect and file all paperwork and documentation from deactivating sections.
- Securely package and store these documents for future use.

Equipment/Supplies:

- Job description clipboard
- Two-way radio, file box(s), paper, pens.
- File box(s), paper, pens, dry-erase pens, tissues.
- Large site map of campus laminated or covered with Plexiglas.
- Forms: Emergency Time/Situation Report
 - Sample Log
 - Student Accounting form
- Map of County or local area.

Section: Operations

Operations Chief

Responsibilities: The Operations Chief manages the direct responses to the disaster, which can include the following:

- Search & Rescue/Utilities
- Medical
- Student Care
- Student Release

Start-Up Actions:

- Check in with Incident Commander for situation briefing
- Obtain necessary equipment and supplies from Logistics
- Put on position identifier, such as vest, if available

Ongoing Operational Duties:

- Assume the duties of all operations positions until staff is available and assigned.
- As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrives, brief them on the situation and assign them as needed.
- Coordinate Search and Rescue (S&R) operations. Appoint S&R team Leader to direct their operations if necessary.
- As information is received from operations staff, pass it on to Situation Analysis and/or the Incident Commander.
- Make sure that Operations staffs are following standard procedures, utilizing appropriate safety gear and documenting their activities.

Closing Down:

- Route fire, rescue, police, et cetera as appropriate
- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by IC, deactivate the section and close out all logs. Report to staffing with all logs and appropriate information for reassignment
- Identify and mitigate safety hazards and situations

Equipment/Supplies:

- Vest or position identifier, if available
- S&R equipment
- Two-way radio
- Job description clipboard, Paper, and pens
- Forms: S&R maps, large campus map.

Section: Operations

Search and Rescue Team Leader

Safety Rules: Buddy system: Minimum of two persons per team. Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first, and follow all operational and safety procedures.

Start-up Actions

- Obtain all necessary equipment from container. See list below.
- Obtain briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
- Assign teams based on available manpower, minimum two people per team.

Operational Duties:

- Perform visual check of outfitted team leaving CP; include radio check. Team must wear sturdy shoes and safety equipment.
- Record names and assignments before deploying teams.
- Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- Record all teams' progress and report on site map, keeping others at CP informed of problems. When a room is reported clear, mark a "C: on the map.
- If injured students are located, consult Operations Chief for response. Utilize Search and Rescue teams to transport to first aid area.
- Record exact location of damage.
- Keep radio communication brief and simple. No codes.*

Closing Down:

- Record the return of each S&R team. Direct them to return equipment and report for additional assignment to Logistics.
- Provide maps and logs to the Operations Chief.

Equipment/Supplies

- Teams wear vest, hard hat, work and latex gloves, and whistle with master keys on lanyard. One member wears first aid backpack.
- Teams carry campus two-way radio and clipboard with job description and map indicating search plan.
- Teams carry bucket or duffel bag with goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, masking tape.

***Remember:** If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations Search and Rescue Teams/Utilities

Safety:

- Buddy system: Minimum of two persons per team. Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.

Start-up Actions:

- Obtain all necessary equipment from container. See list below. You must be wearing sturdy shoes, long sleeves, hard hat, and gloves. Put batteries in flashlight.

Operational Duties:

- Report gas leaks, fires, or structural damage to the CP Chief Immediately upon discovery. Shut off gas or extinguish fires if possible.
- Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to OP Chief that room has been cleared (example, "Room A-123 is clear").*
- When injured victim is located, team transmits location, number, and condition of injured to OP Chief. Do not use names of students or staff. Follow directions from OP Chief.
- Keep radio communication brief and simple. No Codes.
- Do not move dead bodies; report to OP Chief.

Closing Down:

- Return equipment to Logistics. Provide maps and logs to the Documentation Unit.
- No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.

Equipment/Supplies:

- Wear vest, hard hat, work and latex gloves, and whistle with master key on neck lanyard. Wear first aid backpack.
- Carry campus two-way radio and clipboard with job description and map indicating search plan.
- Carry bucket or duffel bag with goggles, flashlight, just masks, pry bar, grease pencil, pencils, duct tape, and masking tape.

Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

Section: Operations Medical Team Leader

Responsibilities:

- The Medical Team Leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or IC when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths. Do not remove any personal effects from the body. Personal effects must remain with the body at all times.

Start-up Actions:

- Establish scope of disaster with OP Chief and determine probability of outside emergency medical support and transport needs.
- Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, and two to Delayed.
- Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- Assess available inventory of supplies and equipment
- Review safety procedures and assignments with personnel.
- Establish point of entry (: triage: 0 into treatment area.
- Establish “immediate” and “delayed” treatment areas.
- As soon as possible, notify Operations Chief, who will notify the Command Post (CP), who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. They will notify the Coroner.

Operational Duties:

- Oversee care, treatment, and assessment of Patients.
- Ensure care giver and rescuer safety.
 - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel response for injuries in remote locations.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to Operations Chief.
- Keep Operations Chief informed of overall status.
- Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines
- Stay alert for communicable diseases and isolate appropriately.
- Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, et cetera).
- Review medical files.
- Keep accurate records and make available to law enforcement and/or the Coroner when requested.

Closing Down:

- At the Operations Chief's direction, release Medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by OC, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- After all bodies have been picked up, close down the Morgue.
- Return equipment and unused supplies to Logistics.
- Clean up area. Dispose of hazardous waste safely.
- Complete all paperwork and turn into the Documentation Unit.

Equipment/Supplies:

- First aid supplies: see list below
- Job description clipboards
- Stretchers, tables and chairs, blankets, ground cover/tarps, marking pens, quick reference medical guides, and vests, if available
- Forms: Notice of First Aid Care, Medical Treatment Victim Log.

Recommended First Aid Supplies

4X4" compress: 1000 per 500 students	Plastic basket or wire basket stretchers or backboards: 1.5/100 students
8X10" compress: 150 per 500 students	Scissors, paramedic: 4 per campus
Kerlix bandaging: 1 per student	Tweezers: 3 assorted per campus
Ace wrap: 2-inch: 12 per campus	Triage tags: 50 per 500 students
4-inch: 12 per campus	Latex gloves: 100 per 500 students
Triangular bandage: 24 per campus	Oval eye patch: 50 per 500 students
Cardboard splints: 24 each, sm, med., large	Tapes: 1" cloth: 50 rolls/campus
	2" cloth: 24 per campus
Steri-strips or butterfly bandages: 50/campus	Dust masks: 20/100 students
Aqua-Blox (water) cases: 0.016 x students+ staff=#cases (For flushing wounds, et cetera)	Disposable blanket: 10 per 100 students
Neosporin: 144 squeeze packs/campus	First Aid Books: 2 standard and 2 advanced per campus
Hydrogen peroxide: 10 pints/campus	Space blankets: 1/student and staff.
Bleach, 1 small bottle	
Heavy duty rubber gloves, 4 pair	

Section: Operations Medical Team

Personnel: First aid trained staff and volunteers.

Responsibilities:

- Use approved safety equipment and techniques.

Start-Up Actions:

- Obtain and wear personal safety equipment, including latex gloves.
- Check with Medical Team Leader for assignment.

Operational Duties:

- Administer appropriate first aid.
- Keep accurate records of care given.
- Continue to assess victims at regular intervals.
- Report deaths immediately to Medical Team Leader.
- If and when transport is available, do final assessment and document on triage tag. Keep and file records for reference—do not send with victim.
- Student's Emergency Card, if available, must accompany student removed from campus to receive advanced medical attention. Send emergency out to area phone number if available. Inform Reunification Unit of release.

Triage Entry Area

- Staffed with minimum of two trained team members, if possible. One member confirms triage tag category (immediate, delayed, dead) and directs to proper treatment area. Should take 30 seconds to assess—no treatment takes place here. Assess if not tagged.

Treatment Area (“Immediate” and “Delayed”)

- Staff with minimum of two team members per area, if possible.
- One member completes secondary head-to-toe assessment.
- Second member records information on triage tag and on-site treatment records.
- Follow categories: Immediate, Delayed, Dead
- When using two-way radio, do not use names of injured or dead.

Closing Down:

- Return equipment and unused supplies to Logistics.
- Clean up first aid area. Dispose of hazardous waste safely.
- Complete all paperwork and turn into the Documentation Unit.

Equipment/Supplies:

- First aid supplies (see list below)

- Job description clipboards
- Stretchers, staff and student medication from health office, tables and chairs, blankets, ground cover/tarps, marking pens, quick reference medical guides, and vests, if available.
- Forms: Notice of First Aid Care, Medical Treatment Victim Log

Recommended First Aid Supplies

4X4" compress: 1000 per 500 students	Plastic basket or wire basket stretchers or backboards: 1.5/100 students
8X10" compress: 150 per 500 students	Scissors, paramedic: 4 per campus
Kerlix bandaging: 1 per student	Tweezers: 3 assorted per campus
Ace wrap: 2-inch: 12 per campus	Triage tags: 50 per 500 students
4-inch: 12 per campus	Latex gloves: 100 per 500 students
Triangular bandage: 24 per campus	Oval eye patch: 50 per 500 students
Cardboard splints: 24 each, sm, med., large	Tapes: 1" cloth: 50 rolls/campus
	2" cloth: 24 per campus
Steri-strips or butterfly bandages: 50/campus	Dust masks: 20/100 students
Aqua-Blox (water) cases: 0.016 x students+ staff=#cases (For flushing wounds, et cetera)	Disposable blanket: 10 per 100 students
Neosporin: 144 squeeze packs/campus	First Aid Books: 2 standard and 2 advanced per campus
Hydrogen peroxide: 10 pints/campus	Space blankets: 1/student and staff.
Bleach, 1 small bottle	
Heavy duty rubber gloves, 4 pair	

Student Care

Personnel: All teachers and substitute teachers (may include part-time employees)

Responsibilities:

- Assess situation and remain calm.
- If ground is shaking, lead Duck, Cover, and Hold On.
- Calm, direct, and give aid to students. Assist seriously injured students, if possible.

Lockdown or Shelter in Place:

- If gunfire or explosions are heard, get everyone to lie flat on the floor.
- If Shelter in Place is activated, follow procedures.

Evacuation:

- Check with buddy teacher and assist as necessary
- Take classroom kit, emergency cards, and roll book.
- Evacuate to emergency assembly area:
 - Check with buddy teacher and assist if necessary or evacuate both classes together.
 - Use safest route, alert for hazards; quickly and quietly.
 - Door closed but unlocked for Search and Rescue access.

Assembly Area:

- Instruct students to sit on grass or blacktop.
- Take attendance and complete 'Student Accounting Form.'
- One of each pair of buddy teachers takes accounting forms to Documentation and reports for assignment at Command Post (CP).

Remaining Supervising Teacher:

- Supervise and reassure students.
- Locate emergency cards for each student.
- Administer first aid as necessary or send student to First Aid area with his/her emergency card.
- Fill out "Notice of First Aid Care: form if first aid is given. Retain one copy: attach the other to the emergency card.
- Keep a record of location of all students at all times, using the Student Accounting form.
- Be alert for latent signs of injury/shock in all students.

Student Release:

- Student runners will bring form requesting student.
- Note that student has left on the Student Accounting form.
- Student will accompany runner to release area.

- If parent demands child, breaking release procedure, make appropriate notations, describing incident, on emergency card and store in classroom kit. Avoid confrontations.

Start-Up Actions:

- Wear identification vest if available
- Take job description, clipboard, and radio.
- Check in with Operations Chief for situation briefing.
- Assign personnel to assignments as needed.
- If school is evacuating
 - Verify that the assembly area and routes to it are safe.
 - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

Operational Duties:

- Monitor the safety and well-being of the students and staff in the Assembly Area.
- Administer minor first aid as needed
- Support the Student Release process by releasing students with appropriate paperwork
- When necessary, provide water and food to students and staff
- Make arrangements for portable toilets, if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.
- Make arrangements to provide shelter for students and staff.
- Arrange activities and keep students reassured
- Update records of the number of students and staff in the assembly area (or in the buildings).
- Direct all requests for information to the PIO.

Closing Down

- Return equipment and reusable supplies to Logistics.
- When authorized by IC, close out all logs. Provide logs and other relevant documents to the Documentation Unit.

Equipment/Supplies:

- Class lists.
- Clipboard with job description.
- Student Information Sheets or Emergency Cards.
- First aid kit: Classroom kit (if available).
- Clipboard and pen or pencil
- Vest.
- Campus two-way radio.
- Ground cover, tarps.
- Water; Food; Sanitation supplies.

- Student Activities: books, games, coloring books, et cetera.
- Forms: Student Accounting, Notice of First Aid Care.

Section: Operations

Student Release

Responsibilities: Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.

Start-Up Actions:

- Obtain and wear vest or position identifier, if available
- Check with Operations Chief for assignment to Request Gate or Release Gate.
- Obtain necessary equipment and forms from Logistics.
- Secure area against unauthorized access. Mark gates with signs.
- Set up Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.
- Have Student Release forms available for parents outside of fence at Request Gate. Assign volunteers to assist.
- Set up Release Gate some distance from Request Gate.

Operational Duties:

- Follow procedures outlined below to ensure the safe reunification of students with their parents or guardians.
- Refer all requests for information to the Public Information Officer. Do not spread rumors!
- If volunteers arrive to help, send those with Disaster Volunteer badges to Logistics.

Procedures:

- Requesting adult fills out Student Release form, gives it to staff member, and shows identification, as appropriate.
- Staff verifies identification, pulls Release Card from file, and verifies that the requester is listed on the card.
- Staff instructs the requester to proceed to the Release Gate.
- If there are two copies of the Request Card (one at each gate), staff files the Request Card in the out box. If there is only one copy, runner takes the card with the Student Release form and staff files a blank card with the student's name on it in the out box.

Note: If parent refuses to wait in line, don't argue. Note time with appropriate comments on Emergency Card and place in out box.

If student is with class:

- Runner shows Student Release form to the teacher.
- Teacher marks box, "Sent with Runner"
- Runner walks student(s) to Release Gate.
- Runner hands paperwork to release personnel.
- Release staff-match student requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release form, and release student.

If student is not with the class:

- Teacher makes appropriate notation on Student Release form:
 - “Absent” if student was never in school that day
 - “First Aid” if student is in Medical Treatment area.
 - “Missing” if student was in school but now cannot be located
- Runner takes Student Release form to Assembly Supervisor.
- If runner is retrieving multiple students and one or more are missing , walk available students to Release Gate before returning “ Missing” forms to OC for verification
- Parent should be notified of missing student status and escorted to OP Chief.
- If student is in first aid, parent should be escorted to Medical Treatment Area.
- If student was marked absent, parent will be notified.

Closing Down:

- At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- Complete all paperwork and turn into the Documentation Unit.

Equipment/Supplies

- Job description clipboard.
- Pens, stapler.
- Box(s) of Emergency Cards.
- Signs to mark Parent Request Gate and Release Gate.
- Signs for Alphabetical grouping to organize the parents (A-F, etc).
- Empty file boxes to use as out boxes.
- Forms: Student Release form (copies for every student).

Section: Logistics

Logistics Chief

Responsibilities: The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Start-Up Actions:

- Check in with Incident Commander for situation briefing
- Open supplies container or other storage facility.
- Put on position identifier, such as vest, if available.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Command Post and other facilities are set up as needed.

Operational Duties:

- As (or if) staff is assigned brief them on the situation and supervise their activities, utilizing the position checklist.
- Coordinate supplies, equipment, and personnel needs with the IC.
- Maintain security of cargo container, supplies, and equipment.
- Communicate with district EOC per district procedure. At the direction of the IC, report status of students, staff, and campus using Site Status Report form.
- Receive and write down all communications as necessary.
- Follow communications protocol. Do not contact the city directly if the district EOC is available
- Direct the media or the public to the Public Information Officer.
- Monitor AM/FM radio for local emergency news:

Closing Down:

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.
- Close out all logs, message forms, et cetera, and turn them over to Planning and Intelligence.

Equipment/Supplies:

- Job description clipboard.
- Clipboards with volunteer sign-in sheets.
- Two-way radio, paper, pens.
- Cargo container or other storage facility and all emergency supplies stored on campus.
- Forms: Inventory of Emergency Supplies on Campus, Site Status Report, Communications Log, and Message.

- **Section: Logistics**
- **Supplies/Facilities**

Responsibilities: This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.

Start-Up Actions:

- Check in with Logistics Chief for situation briefing.
- Open supplies container or other storage facility if necessary.
- Put on position identifier, such as vest, if available
- Begin distribution of supplies and equipment as needed.
- Set up the Command Post.

Operational Duties:

- Maintain security of cargo container, supplies, and equipment.
- Distribute supplies and equipment as needed.
- Assist team members in location appropriate supplies and equipment.
- Secure and purchase equipment as needed; forward documentation to Finance.

Closing Down:

- At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned
- Secure all equipment and supplies.

Equipment/Supplies:

- Job description clipboard.
- Two-way radio, paper, pens
- Cargo container or other storage facility and all emergency supplies stored on campus.
- Forms: Inventory of Emergency Supplies on Campus. Parking Record Log.

Finance:

- Secure all documents regarding purchases.

Section: Logistics Staffing

Response: This unit is responsible for coordinating the assignments of personnel (staff, students, disaster volunteers) in support of the incident.

Start-Up Actions:

- Check in with Logistics Chief for situation briefing.
- Put on position identifier, such as vest, if available.
- Open three logs to list staff, volunteers, and students who are awaiting assignment.

Operational Duties:

- Deploy personnel as requested by the Logistics Chief.
- Sign in volunteers, making sure those volunteers are wearing their I.D. badges.
- Ensure that accurate records are kept of all staff members, indicating hours worked. Timekeeping records are imperative.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Closing Down:

- Ask volunteers to sign out.
- At the Logistic Chief's direction, close out all logs and turn them in to Documentation.
- Return all equipment and supplies.

Equipment/Supplies:

- Job description clipboard.
- Clipboard with volunteer sign-in sheets.
- Two-way radio, paper, pens.
- Cargo container or other storage facility and all emergency supplies stored on campus.
- Forms: Inventory of Emergency Supplies on Campus. List of Registered Disaster Volunteers. Disaster Volunteer badges and log.
-

Timekeeping

Operational Duties:

- Ensure that accurate records are kept of all staff members, indicating hours worked. Timekeeping records are imperative.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Equipment/Supplies

- Job description clipboard.
- Paper, pens.

- Forms: Staff Duty Log.
- Purchase expense log.

Section: Finance/Administration

Finance/ Administration Chief

Responsibilities: The Finance/Administration section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours.

Start-Up Actions:

- Check in with Incident Commander for situation briefing.
- Put on position identifier, such as vest, if available.
- Locate and set up work space.
- Record information that relates to personnel time keeping and/or purchasing.

Operational Duties:

- Ensure that accurate records are kept of all staff members, indicating hours worked.
- If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.

Closing Down:

- At the IC's direction, deactivate the section and close out all logs.

Lakeside Union School District

Safety Supply Needs

There are a variety of companies and committees recommending supply needs for schools.

Each list has different items and quantities listed. The attached is a combination of this list

Food

The bulk of stored food should be non-perishable and need no refrigeration or heating after opening. Food is generally a low priority item, except for those with diabetes and certain other specific medical conditions. The recommended amount is three days' supply for each student and staff member.

Option 1

Each student brings food to be put in individual comfort packs.

This food would have to be checked for freshness and monitored by the student care if needed for three days.

Option 2

The district buys bulk food.

This food could be purchased for each year and then donated at the end.

Option 3

The district purchases emergency food bars. Each bar has 3600 calories and has a 5 year shelf life. (3600 calories is a 3 day supply)

Water

Water needs are the same on all lists. People can survive without food but not without water. How to store the needed water is the most difficult decision.

The two schools will need 2300 gallons for the recommended 5 days.

The least expensive appears to be using 55 gallon drums with smaller containers to move the water to needed locations on campus.

Sanitation

District needs

10	portable toilets
10	privacy shelters
200	rolls toilet paper
3000	wet wipes
3000	Plastic bags with ties
100	Large trash bags

(Soap and water are recommended if available)

You should not plan on burying any human waste. This would create a cleanup nightmare for each site. Plan to use one dumpster on site to place all waste.

Classroom Kit Recommendation

(One kit per classroom)

- 1 storage bucket
- 1 pair leather gloves
- 1 tarp
- 1 whistle
- 1 clipboard with pen and paper
- 3 pair latex gloves
- 3 pressure bandages
- 3 space blankets
- 1 identification vest
- 1 safety goggles

- Buddy teacher list
- Disaster emergency cards
- Student accounting forms, blank
- Campus two way radios

Student activities (books, games, coloring books, etc.)

Optional Items

- Trash bags (to be used as rain ponchos)
- Individual blankets
- Individual comfort kits
- Flashlights

First Aid Supplies-District Totals

These items are based on 1000 students following the recommendation from the CA Select Committee on the Northridge earthquake.

These numbers do not include individual classroom kits or the search and rescue team kits.

2000	4x4 compress
300	8xqp compress
1000	kerlix bandage
24	2" ace wraps
24	4" ace wraps
48	Triangular bandages
48	Small cardboard splints
48	Large cardboard splints
100	Butterfly bandages
16	cases aqua box sterile water
244	Neosporin
2	Bleach
15	Stretchers
8	Paramedic scissors
6	Tweezers
200	Latex gloves
100	1" tape
48	2" tape
250	Dust masks
100	Blankets
4	Basic first aid kits
4	Advanced first aid kits
8	Rubber gloves
250	Triage tags

It is recommended the medical team and search teams review these recommendations and adjust the list as needed.

For example:

- Antiseptic wipes
- CPR barriers
- Gauze roll bandages
- Cold packs
- Advanced first aid kit
- Burn Supplies

Search and Rescue Teams

(Each team needs a complete kit)

- 2 OSHA approved hard hats
- 2 Identification vest
- 2 Leather work gloves
- 10 Latex gloves
- 2 Safety goggles
- 2 Whistles
- Master Keys
- One First-Aid backpack per team
- 2 Flashlights with extra batteries
- 1 Pry bar
- 2 Duct tape
- Clipboard with- Job description
 - Search plan maps
 - Pens and paper
 - Grease pencil and markers
- Campus two way radios
- Duffle or tote bag for equipment

Recommended that the search teams review these items and adjust the list as needed

For example: Kneepads

Drinking water

Flagging tape

Door wedges to keep doors open during search

Back belts

Campus Tools and Supplies

Utility shut off wrench
Barrier tape 3 rolls 3"x1000"
Broom
Pliers, adjustable 10"
Pliers, adjustable 8"
Pry bar 24"
Hacksaw
Bolt cutters 18"
Hammer 3 lbs.
Duct tape
Plastic bags (min 6)
Shovel for clean-up
Angle head flashlight with batteries
Screwdriver 6"
Screwdriver 4" Phillips
Utility knife
Container to hold tools

4 Folding tables 3'x6'
2 Folding chairs
Identification vests (color coded to match school plan)
Clipboards with job descriptions
Extra clipboards with pens and paper
Signs for student request and release
Alphabetical dividers for request gate

Copies of all necessary forms: Each team leader should list individual forms needed.

Storage location:

All storage containers for supplies must be organized, bug free, water tight, secure from vandals, and if possible, kept cool. Ventilators on the roofs of storage containers allow vandal access. Some schools have purchased used refrigerated cargo containers or sprayed insulation inside the container. Containers should be located on a paved, level surface, away from hazards, preferably in a shaded area. It is highly recommended that shelves be installed to hold and organize the supplies. Secure all supplies from damage during ground shaking. Local fire departments should have keys to the storage container for access to supplies in the event of any local emergency with an agreement to replace the supplies within 72 hours.

Forms
Student Accounting Form

Teacher Name _____

Room # _____

Number of students present today: _____

Number of students absent today: _____

Names of students absent today:

1. _____

2. _____

3. _____

4. _____

5. _____

Number of students present but not accounted for during this disaster drill: _____

Names of students present but not accounted for during this disaster drill:

1. _____

2. _____

3. _____

4. _____

5. _____

Sample Log

Date_____

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. They are legal documents!

9:50 Approximate time of quake
9:55 Custodian opened container
10:00 Set up command post, Becky Harrison in charge
10:00 Becky says Nurse Nightingale is off campus
10:00 Student accounting forms coming into CP
10:00 Teachers are reporting to manpower pool
10:02 Report of Carrie Macintosh trapped in computer lab
10:06 Water running out of boys room by room 3
10:10 S&R teams assigned, team #1 told about Carrie in computer lab
10:14 S&R #3 radio batteries dead
10:15 Broken glass and lights in room 10
10:16 Repairman on office roof prior to quake not seen since
10:17 Aftershock- no injuries reported- students are seated
10:18 All S&R teams check in ok
10:19 Room 20 front door jammed
10:20 Sarah Laws and Mary Hans (parent nurses) here to help
10:21 Becky places Sarah in charge of medical
10:22 Nancy Power assigned stress counseling
10:23 Aftershock- Becky Harrison injured
10:24 All S&R teams check in ok
10:24 Command transferred to Laura Werner
10:25 District EOC on radio-we receive but cannot transmit
10:26 Natural gas leak below bungalow 30
10:27 Custodian sent to check gas leak
10:28 Major damage to cafeteria
10:28 Broken windows/lights- room 14
10:29 Burning smell room 23
10:30 Custodian unable to shut off gas by room 30
10:32 Michael Burns here- sent to help custodian
10:33 Room 32 shaken off foundation
10:35 Police helicopter flies over
10:35 Gas leak stopped
10:35 John Forest climbed fence, took son Jeremy
10:36 Michelle Pauls here-assigned with Nancy Powers
10:38 Medical-reports total 9 minor injuries, 1 broken leg

Emergency Time/Situation/Response Report

[illegible]

Sample Public Information Release

Check () as appropriate: District/District-wide School

Date: Time:

NOTE: If this is used as a script, read only those items checked. Make no other comments.
[Check off, fill in, and cross off as appropriate.]

_____ has just experienced a (n) _____

_____ The (students/employees) [(are being) or (have been)] accounted for.

_____ No further information is available at this time.

_____ Emergency medical services [(are here) or (are on the way) or (are not available)]

_____ Police [(are here) or (are on the way) or (are not available to us)]

_____ Fire Dept. /Paramedics [(are here) or (are on the way) or are not available to us)]

_____ [(are here) or (are on the way) or (are not available)].

_____ Communication center(s) for parents (is/are) being set up at _____

To answer questions about individual students.
Communication center(s) for families (is/are) being set up at _____

To answer questions about individual employees.
_____ Injuries have been reported at _____ and are being treated at the site by (staff/professional medical responders). (#) _____ reported injured.

_____ Students have been taken to a safe area, _____, and are with [(classroom teachers/staff) or ()].

_____ Students have been taken to the local emergency room for treatment of serious injury.
Parents of injured students should go to the emergency room at _____.

_____ Confirmed deaths have been reported at _____.

_____ Structural damage has been reported at the following sites: _____.

Release restrictions: _____ No _____ Yes
If yes, what?

Released to the public as Public Information Release# _____
(Date/Time: _____)

Search and Rescue Teams

SEARCH AND RESCUE TEAM LEADER _____

Note: The number of teams will vary depending on the size of campus.

	NAMES	Radio	Keys	Hard Hat	Goggles	Bucket	Vest	Clipboard
1. _____								
SEARCH AND RESCUE TEAM #1 NOTES:	2. _____							

	1. _____							
SEARCH AND RESCUE TEAM #2 NOTES:	2. _____							

	1. _____							
SEARCH AND RESCUE TEAM #3 NOTES:	2. _____							

	1. _____							
SEARCH AND RESCUE TEAM #4 Notes	2. _____							

	1. _____							
SEARCH AND RESCUE TEAM #5 NOTES:	2. _____							

	1. _____							

S&R Team Leader

- Assign teams based on available manpower; minimum 2 persons. Attempt to place one experienced person on each team.
- Perform visual check of outfitted team leaving CP; include radio check. Advise teams of known injuries.
- Remain at CP table.
- Be attentive to all S&R related communications
- Utilize boxes above to record location of injured students. Example: report of 2 injured students in room 20 would be recorded as "S/2=FM 20" in box under team #3.
- Utilize manpower pool to aid S&R, i.e., request for backboard and carryout or request for rescue equipment.

**Student Release Form
To be taken by Runner**

Please Print

Student's Name_____

Teacher_____ Grade_____

Requested By_____

To be filled in by Request Gate Staff

Proof of I.D._____ Name on Emergency Card_____

(yes) (no)

Student' Status

To be filled in by teacher

Sent with Runner_____ Absent_____ First Aid_____ Missing_____

To be filled in by Release Gate Staff

Proof of I.D._____ Name on Emergency Card_____

(yes) (no)

**To be filled in by Request
at Release Gate**

Requester Signature_____

Destination_____

Date: _____

Time_____

UPDATE REPORT

Name_____ Time_____

#_____ Children remaining at school

#_____ Staff members remaining to care for children

____ Assistance required: ____ Water ____ Food ____ Blankets ____ #____ people to help

UPDATE REPORT

Name_____ Time_____

#_____ Children remaining at school

#_____ Staff members remaining to care for children

____ Assistance required: ____ Water ____ Food ____ Blankets ____ #____ people to help

UPDATE REPORT

Name_____ Time_____

#_____ Children remaining at school

#_____ Staff members remaining to care for children

____ Assistance required: ____ Water ____ Food ____ Blankets ____ #____ people to help

UPDATE REPORT

Name_____ Time_____

#_____ Children remaining at school

#_____ Staff members remaining to care for children

____ Assistance required: ____ Water ____ Food ____ Blankets ____ #____ people to help

SCHOOL DISTRICT

NOTICE OF FIRST AID CARE

DATE: _____

SCHOOL: _____

Dear Parent

_____ was injured at school and has been given first aid. If you feel further care is necessary please consult with your family physician.

Destination: (If not presently on site) _____

Transporting Agency: (If not presently on site) _____

Time: _____

Remarks:

Please sign and return white copy to school. Retain a copy for your records.

Parent's Signature

School Representative's Signature

Note: 1 copy goes home with student

1 copy stays with teacher or medical treatment team records

DISTRICT WIDE EARTHQUAKE DRILL SITE OBSERVER CHECKLIST

Duck/Cover/Hold:

- ☒ The teacher led duck/cover/hold by example
- ☒ The students knew the proper procedure:
The students ☐ ducked under cover ☐ covered their eyes ☐ held on
- ☒ The teacher gave instructions and reassurances
- ☒ Teacher checked self and evaluated situation
- ☒ Teacher asked students to check selves and others
- ☒ Teacher evaluated situation and waited for class composure before asking for evacuation.
- ☒ Teacher checked with buddy teacher
Aftershock (two minutes after first shock)
- ☒ The teacher led duck/cover/hold by example
- ☒ The students knew the proper procedure (see above section)
- ☒ The teacher gave instructions and reassurances
- ☒ Teacher checked self and evaluated situation
- ☒ Teacher asked students to check selves and others
- ☒ Teacher evaluated situation and waited for class composure before asking for evacuations.
- ☒ Teacher checked with buddy teacher.
Special situations: If there were special situations, either planned or unplanned, how were they handled?

Evacuation and Student Accounting:

- ☒ Evacuation was orderly.
- ☒ If there were no serious “injuries,” teacher evacuated with buddy teacher, one at front of line, one at rear. If a teacher was incapacitated, buddy teacher evacuated both classes. If a student was injured and could not be moved, one teacher remained with the injured, while the buddy teacher evacuated both classes to assembly area.
- ☒ At assembly area, students sat down while teacher took roll.
- ☒ Student Accounting Form was sent to Command Post
Special situations: If there were special situations, either planned or unplanned, how were they handled?

Aftershock (nine minutes after main shock):

- ☒ The teacher sat down or dropped
- ☒ The students sat down or dropped
- ☒ The teacher gave instructions and reassurances
- ☒ Teacher asked students to check selves and others
- ☒ Teacher assessed situation and waited for class composure before proceeding

Comments:

Logistics:

- ☒ The bin was open when students arrived at the assembly area.
- ☒ The Logistics person handed out supplies
- ☒ The Command Post table, chairs, and materials (map, markers, etc.) were set up
- ☒ Sweep & Rescue supplies and equipment were set out.

Command Post:

- ☒ Campus Commander remained at Command Post during entire drill
- ☒ Campus Commander made visual survey of assembly area from command post
- ☒ Documentation Clerk kept log of all events
- ☒ Team leaders reported to Campus Commander.
- ☒ Communications Officer filled out Site Status Report and verified it with Commander
- ☒ Communications Officer reported to District EOC, using Site Status Report

Sweep & Rescue: ☐ Team Leader charge Number of teams_____

- ☒ Operations Chief or team leader made assignments, checked equipment, and communicated with teams by two-way radio
- ☒ Teams were dispatched teams to high priority areas first.
- ☒ Each team member was properly attired (appropriate shoes, vest, hard hat, carrying dust mask, goggles, whistle, flashlight)
- ☒ S&R teams completed sweep of their assigned areas (covering entire campus)

Medical Team: Number of people assigned_____

- ☒ First aid area was set up out of sight of the student assembly area
- ☒ First aid barrel was located at the first aid area
- ☒ Cots and stretchers were assembled
- ☒ Victims were received and “treated”
- ☒ A log was kept of all treatments

Comments:

Reunification: Request Gate:

Number of people assigned_____ Number who were volunteers_____

Number of parent requests processed_____

- ☒ Table and chairs set up and materials available
- ☒ Parents handled calmly and respectfully. Parent identification was verified.
- ☒ Runners were available to handle requests
- ☒ Student Release Forms were available for use

Reunion Gate:

Number of people assigned _____ Number who were volunteers_____

Number of parent requests processed_____

- ☒ Table and chairs set up and materials available
- ☒ Parents handled calmly and respectfully. Parent identification was verified.

Comments:

SITE STATUS REPORT

TO: _____ FROM : (Name) _____ LOCATION: _____
 DATE: _____ TIME _____ PERSON IN CHARGE at site _____
 Message via 2 way Radio _____ Radio _____ Telephone _____ Messenger _____

EMPLOYEE/STUDENT STATUS

	Absent	Injured	# sent to Hosp./med	Dead	Missing	Unaccounted for (away from site)	# released to parents	# being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE [checks damage/problem and indicate location(s)]

	Damage/Problem	Location(s)
	Gas leak	
	Water	
	Fore	
	Electrical;	
	Communications	
	Heating/cooling	
	other	
	other	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance/how long? Overall condition of campus, neighborhood and street condition; outside agencies on campus& actions; names of injured, dead, missing and accounted for ASAP).

FIRE

Emergency Procedure Plan

If a fire at school, the following will be accomplished:

- A.** The Incident Commander will determine which action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** All Students and staff will be kept at a safe distance as a precaution against explosion.
- C.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- D.** Notify Kern County Fire Department or Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542
- E.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111
- F.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

EARTHQUAKE

EMERGENCY PROCEDURE PLAN

- E.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- F.** All students and staff will be kept at a safe distance as precaution against explosion.
- G.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- H.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number: County 324-6551
 City 324-4542
- I.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number: Sheriff 861-3110
 Police 327-7111
- J.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Psychological Trauma

EMERGENCY PROCEDURE PLAN

- K.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- L.** All students and staff will be kept at a safe distance as precaution against explosion.
- M.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- N.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number: County 324-6551
 City 324-4542
- O.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number: Sheriff 861-3110
 Police 327-7111
- P.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Unlawful Demonstration or Walkout

EMERGENCY PROCEDURE PLAN

- Q.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- R.** All students and staff will be kept at a safe distance as precaution against explosion.
- S.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- T.** Notify Kern County Fire Department of Bakersfield Fire Department.
- Telephone number: County 324-6551
 City 324-4542
- U.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.
- Telephone number: Sheriff 861-3110
 Police 327-7111
- V.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Spread of Flu, illnesses, and pandemic

EMERGENCY PROCEDURE PLAN

Preventive Actions:

- A. Stay at home when sick, for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicines.
- B. Cover your coughs and sneezes with a tissue
- C. Wash you hands often with soap and water for at least 20 seconds.
- D. Clean frequently touched surfaces and objects.

School Actions:

- A. Prepared to allow staff and students to stay home if someone in their house is sick.
- B. Increase space between people at school to at least 3 feet, as much as possible
- C. Work closely with local public health officials and healthcare partners to conduct health risk assessments at the school, if warranted by the severity of the pandemic.
- D. Modify, postpone, or cancel large school events'
- E. Temporarily dismiss or suspend classes in rare circumstances, and determined by School Administration from communication with health officials.

Contamination of Food/Water

EMERGENCY PROCEDURE PLAN

- W.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- X.** All students and staff will be kept at a safe distance as precaution against explosion.
- Y.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- Z.** Notify Kern County Fire Department of Bakersfield Fire Department.
- Telephone number: County 324-6551
City 324-4542
- AA.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.
- Telephone number: Sheriff 861-3110
Police 327-7111
- BB.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Dangerous Pupils

EMERGENCY PROCEDURE PLAN

CC. The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.

DD. All students and staff will be kept at a safe distance as precaution against explosion.

EE. Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).

FF. Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542

GG. Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111

HH. Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Severe Storm

Emergency Procedure Plan

If a fire occurs at school, the following will be accomplished.

- A.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- C.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number: County 324-6551
 City 324-4542
- D.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number: Sheriff 861-3110
 Police 327-7111
- E.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Severe Fog
Emergency Procedure Plan

If severe fog occurs at school, the following will be accomplished.

- A.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- C.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number: County 324-6551
 City 324-4542
- D.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number: Sheriff 861-3110
 Police 327-7111
- E.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Airplane Crash

Emergency Procedure Plan

If there is an Airplane Crash, the following will be accomplished:

- A.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** All students and staff will be kept at a safe distance as precaution against explosion.
- C.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- D.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number: County 324-6551
City 324-4542

- E.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number: Sheriff 861-3110
Police 327-7111

- F.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Hazardous Material Release

Emergency Procedure Plan

If there is a Hazardous Material Release

- A.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** All students and staff will be kept at a safe distance as precaution against explosion.
- C.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- D.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542
- E.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111
- F.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Bomb Threat

Emergency Procedure Plan

If there is a bomb threat at school, the following will be accomplished:

- A.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** All students and staff will be kept at a safe distance as precaution against explosion.
- C.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- D.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542

- E.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111

- F.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Active Assailant/Gunfire and/or Threats

Emergency Procedure Plan

Active Assailant. If there is Gunfire and/or Threats at school, the following will be accomplished:

- A.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander. Use of the U.S. Department of Homeland Security's Run, Hide Fight Model in response to an active assailant.
- B.** All students and staff will be kept at a safe distance as precaution against Gunfire, threats and or explosion.
- C.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).
- D.** Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542

- E.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111
	Call	911

- F.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Power Failure

Emergency Procedure Plan

If a power failure occurs at school, the following will be accomplished:

- The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- All students and staff will be kept at a safe distance as precaution against explosion.
- Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).

D. Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542

- Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111

- Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

En Route Emergency

Emergency Procedure Plan

If an En Route Emergency occurs, the following will be accomplished:

- A.** The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** All students and staff will be kept at a safe distance as precaution against explosion.
- C.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook).

Notify Kern County Fire Department of Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542

Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111

Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications)

Disturbances/Disorders

Emergency Procedure Plan

If a disturbance or disorder occurs at school, the following will be accomplished:

- A.** The incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- B.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook)
- C.** Notify Kern County Fire Department or Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542

- D.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111

- E.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications).

Animal Disturbance

If a disturbance or disorder occurs at school, the following will be accomplished: The School will follow the Standard Response Protocol (SRP) as necessary for the disturbance.

- F.** The incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
- G.** Implement Emergency Organization Plan when applicable. (See Crisis Response Assignments and Crisis Response Job Descriptions in this handbook)
- H.** Notify Kern County Fire Department or Bakersfield Fire Department.

Telephone number:	County	324-6551
	City	324-4542

- I.** Notify the Kern County Sheriff's Office or the Bakersfield Police Department.

Telephone number:	Sheriff	861-3110
	Police	327-7111

- J.** Notify School Administrator, District Office and MOT Supervisor.
(See Emergency Communications).

Procedures for a Lock-Out

1. The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
2. The Incident Commander will :
 - A. Announce on the intercom, "We are in a Lock-Out situation."
 - B. Call 911 to notify the Kern County Sheriff's Office or the Bakersfield Police Department
Additional Telephone numbers: Sheriff 861-3110, Police 327-7111
 - C. Notify the District Office. 836-6658
 - D. Implement School Incident Command System.
3. Staff members will close and lock all classroom doors and windows from the inside, as a method of controlling movement on campus. If safe, unassigned staff members should assist students as needed.
4. Teacher and students will continue on with their class work until it's announced that the Lock-Out situation is now safe.

Procedures for a Lock-Down During Instructional Time

1. The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
2. The Incident Commander will:
 - A. Announce on the intercom, **“We are in a Lock-Down situation.”**
 - Any staff member can notify the Incident Commander that a Lock-Down is needed.
 - B. **Call 911** to notify the Kern County Sheriff’s Office or the Bakersfield Police Department.
Additional Telephone numbers: Sheriff 861-3110
Police 327-7111
 - C. Notify the District Office. 836-6658
 - D. Implement School Incident Command System.
3. Staff members will close and lock all classroom doors and windows from the inside, as a method of controlling movement on campus. If safe, unassigned staff members should assist students as needed.
4. Student and staff members immediately take cover in the classroom, using desks, chairs, and walls for protection.
5. Students not directly supervised (i.e. walking to the restroom or library, passing between class periods) will take immediate cover at the nearest available location.
6. Staff members take roll of students with them.
7. Staff members communicate with the Incident Commander (Control Center) via intercom phone or two-way radio, keeping them abreast of movement and activity on campus.
8. A system of placards is to be used for communication if other forms are unavailable.

Green= everyone is safe
Yellow= 1st aid required
Red= serious injuries/death
9. Remain in a cover position until the police arrive and announce all clear.
10. After police resolve the situation, staff members report to the Command Center and prepare for assembling and releasing students to parents or guardians.

Procedures for a Lock-Down During Recess

1. The Incident Commander will determine which Action, if any, should be implemented. Where necessary, teachers will take immediate action to protect the safety of students without waiting for direction from the Incident Commander.
2. The Incident Commander will:
 - A. Announce on the intercom, **“We are in a Lock-Down situation.”**
 - Any staff member can notify the Incident Commander that a Lock-Down is needed.
 - B. **Call 911** to notify the Kern County Sheriff’s Office or the Bakersfield Police Department.
Additional Telephone numbers: Sheriff 861-3110
Police 327-7111
 - C. Notify the District Office. 836-6658
 - D. Implement School Incident Command System.
3. Take Cover
 - Students and staff members near a building take immediate cover in the nearest room or building. Use desks, chairs, and walls for protection. If safe, unassigned staff members should assist students as needed.
 - Students and staff members farther out on the grounds should escape by running in a safe direction away from the threat and/or toward the agricultural fields. Assemble beyond the school grounds.
4. Staff members will close and lock all classroom doors and windows from the inside, as a method of controlling movement on campus
5. Student members take roll of students with them.
6. Staff members communicate with the Incident Commander (Control Center) via intercom phone or two-way radio, keeping them abreast of movement and activity on campus.
7. A system of placards is to be used for communication if other forms are unavailable.

Green= everyone is safe
Yellow= 1st aid required
Red= serious injuries/death
8. Remain in a cover position until the police arrive and announce all clear.
5. After police resolve the situation, staff members report to the Command Center and prepare for assembling and releasing students to parents or guardians.

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	13,941,666.00	13,941,666.00	3,553,959.75	14,183,006.00	241,340.00	1.7%
2) Federal Revenue		8100-8299	14,000.00	14,000.00	0.00	14,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	257,128.00	257,128.00	40,687.61	274,113.00	16,985.00	6.6%
4) Other Local Revenue		8600-8799	84,000.00	84,000.00	22,322.22	84,000.00	0.00	0.0%
5) TOTAL, REVENUES			14,296,794.00	14,296,794.00	3,616,969.58	14,555,119.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	5,052,840.00	5,052,840.00	1,442,079.45	4,794,739.00	258,101.00	5.1%
2) Classified Salaries		2000-2999	1,182,543.00	1,182,543.00	404,151.61	1,288,794.00	(106,251.00)	-9.0%
3) Employee Benefits		3000-3999	3,498,806.00	3,498,806.00	969,426.38	3,492,467.00	6,339.00	0.2%
4) Books and Supplies		4000-4999	105,000.00	105,000.00	10,328.01	105,300.00	(300.00)	-0.3%
5) Services and Other Operating Expenditures		5000-5999	876,800.00	876,800.00	429,962.45	876,800.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.0% 0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			10,715,989.00	10,715,989.00	3,255,947.90	10,558,100.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			3,580,805.00	3,580,805.00	361,021.68	3,997,019.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(3,564,183.00)	(3,564,183.00)	0.00	(3,564,183.00)	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(3,564,183.00)	(3,564,183.00)	0.00	(3,564,183.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			16,622.00	16,622.00	361,021.68	432,836.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	926,857.95	926,857.95		926,857.95	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			926,857.95	926,857.95		926,857.95		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			926,857.95	926,857.95		926,857.95		
2) Ending Balance, June 30 (E + F1e)			943,479.95	943,479.95		1,359,693.95		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	943,479.95	943,479.95		1,359,693.95		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	8,751,372.00	8,751,372.00	2,364,650.00	6,607,348.00	(2,144,024.00)	-24.5%
Education Protection Account State Aid - Current Year		8012	2,968,169.00	2,968,169.00	918,635.00	5,353,533.00	2,385,364.00	80.4%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	16,370.00	16,370.00	0.00	16,370.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	2,221,973.00	2,221,973.00	32,831.23	2,221,973.00	0.00	0.0%
Unsecured Roll Taxes		8042	199,161.00	199,161.00	217,450.76	199,161.00	0.00	0.0%
Prior Years' Taxes		8043	0.00	0.00	1,018.36	0.00	0.00	0.0%
Supplemental Taxes		8044	40,256.00	40,256.00	22,223.94	40,256.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	(249,135.00)	(249,135.00)	0.00	(249,135.00)	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	1,500.00	1,500.00	668.25	1,500.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			13,949,666.00	13,949,666.00	3,557,477.54	14,191,006.00	241,340.00	1.7%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF								
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(8,000.00)	(8,000.00)	(3,517.79)	(8,000.00)	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			13,941,666.00	13,941,666.00	3,553,959.75	14,183,006.00	241,340.00	1.7%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Supporting Effective Instruction	4035	8290						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Student Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
	3040, 3045, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290						
Other NCLB / Every Student Succeeds Act		8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	14,000.00	14,000.00	0.00	14,000.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			14,000.00	14,000.00	0.00	14,000.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	45,174.00	45,174.00	0.00	45,174.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	206,654.00	206,654.00	40,687.61	223,639.00	16,985.00	8.2%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
All Other State Revenue	All Other	8590	5,300.00	5,300.00	0.00	5,300.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			257,128.00	257,128.00	40,687.61	274,113.00	16,985.00	6.6%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	24,000.00	24,000.00	0.00	24,000.00	0.00	0.0%
Interest		8660	15,000.00	15,000.00	8,382.37	15,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	45,000.00	45,000.00	13,939.85	45,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			84,000.00	84,000.00	22,322.22	84,000.00	0.00	0.0%
TOTAL, REVENUES			14,296,794.00	14,296,794.00	3,616,969.58	14,555,119.00	258,325.00	1.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	4,324,978.00	4,324,978.00	1,209,487.54	3,979,367.00	345,611.00	8.0%
Certificated Pupil Support Salaries		1200	34,970.00	34,970.00	23,457.15	122,480.00	(87,510.00)	-250.2%
Certificated Supervisors' and Administrators' Salaries		1300	692,892.00	692,892.00	209,134.76	692,892.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			5,052,840.00	5,052,840.00	1,442,079.45	4,794,739.00	258,101.00	5.1%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	351,126.00	351,126.00	103,807.24	457,377.00	(106,251.00)	-30.3%
Classified Support Salaries		2200	440,820.00	440,820.00	164,554.13	440,820.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	75,429.00	75,429.00	25,471.92	75,429.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	258,586.00	258,586.00	77,518.23	258,586.00	0.00	0.0%
Other Classified Salaries		2900	56,582.00	56,582.00	32,800.09	56,582.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			1,182,543.00	1,182,543.00	404,151.61	1,288,794.00	(106,251.00)	-9.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	859,875.00	859,875.00	240,974.43	922,850.00	(62,975.00)	-7.3%
PERS		3201-3202	273,170.00	273,170.00	75,353.30	273,170.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	161,874.00	161,874.00	47,923.29	161,874.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	1,833,661.00	1,833,661.00	515,278.34	1,834,877.00	(1,216.00)	-0.1%
Unemployment Insurance		3501-3502	3,806.00	3,806.00	9,147.42	20,950.00	(17,144.00)	-450.4%
Workers' Compensation		3601-3602	208,870.00	208,870.00	35,454.88	121,196.00	87,674.00	42.0%
OPEB, Allocated		3701-3702	157,550.00	157,550.00	45,294.72	157,550.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			3,498,806.00	3,498,806.00	969,426.38	3,492,467.00	6,339.00	0.2%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	5,000.00	5,000.00	0.00	5,000.00	0.00	0.0%
Materials and Supplies		4300	100,000.00	100,000.00	10,328.01	100,300.00	(300.00)	-0.3%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			105,000.00	105,000.00	10,328.01	105,300.00	(300.00)	-0.3%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	350.00	0.00	0.00	0.0%
Dues and Memberships		5300	25,300.00	25,300.00	13,740.00	25,300.00	0.00	0.0%
Insurance		5400-5450	215,000.00	215,000.00	135,462.74	215,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	200,000.00	200,000.00	114,862.78	200,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	156,500.00	156,500.00	124,049.82	156,500.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	250,000.00	250,000.00	34,542.37	250,000.00	0.00	0.0%
Communications		5900	30,000.00	30,000.00	6,954.74	30,000.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			876,800.00	876,800.00	429,962.45	876,800.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			10,715,989.00	10,715,989.00	3,255,947.90	10,558,100.00	157,889.00	1.5%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	(3,564,183.00)	(3,564,183.00)	0.00	(3,564,183.00)	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(3,564,183.00)	(3,564,183.00)	0.00	(3,564,183.00)	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(3,564,183.00)	(3,564,183.00)	0.00	(3,564,183.00)	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	563,581.00	563,581.00	505,360.00	3,690,973.00	3,127,392.00	554.9%
3) Other State Revenue		8300-8599	301,717.00	301,717.00	107,058.58	2,017,321.00	1,715,604.00	568.6%
4) Other Local Revenue		8600-8799	756,083.00	756,083.00	179,979.00	756,083.00	0.00	0.0%
5) TOTAL, REVENUES			1,621,381.00	1,621,381.00	792,397.58	6,464,377.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	1,008,189.00	1,008,189.00	249,453.24	1,531,755.00	(523,566.00)	-51.9%
2) Classified Salaries		2000-2999	735,165.00	735,165.00	168,285.78	1,058,831.00	(323,666.00)	-44.0%
3) Employee Benefits		3000-3999	761,658.00	761,658.00	217,085.41	1,001,872.00	(240,214.00)	-31.5%
4) Books and Supplies		4000-4999	351,314.00	351,314.00	434,914.37	2,957,217.00	(2,605,903.00)	-741.8%
5) Services and Other Operating Expenditures		5000-5999	412,974.00	412,974.00	116,465.32	1,499,997.00	(1,087,023.00)	-263.2%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,916,264.00	1,916,264.00	741,333.41	1,916,264.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			5,185,564.00	5,185,564.00	1,927,537.53	9,965,936.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(3,564,183.00)	(3,564,183.00)	(1,135,139.95)	(3,501,559.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	3,564,183.00	3,564,183.00	0.00	3,564,183.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			3,564,183.00	3,564,183.00	0.00	3,564,183.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(1,135,139.95)	62,624.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	386,317.40	386,317.40		386,317.40	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			386,317.40	386,317.40		386,317.40		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			386,317.40	386,317.40		386,317.40		
2) Ending Balance, June 30 (E + F1e)			386,317.40	386,317.40		448,941.40		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	386,317.40	386,317.40		448,941.40		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091						
All Other LCFF								
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	206,588.00	206,588.00	0.00	206,588.00	0.00	0.0%
Special Education Discretionary Grants		8182	14,853.00	14,853.00	0.00	14,853.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	267,685.00	267,685.00	0.00	267,685.00	0.00	0.0%
Title I, Part D, Local Delinquent								
Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	38,271.00	38,271.00	85,328.00	38,271.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	16,244.00	16,244.00	32,974.00	16,244.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3040, 3045, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	19,940.00	19,940.00	0.00	19,940.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	5630	8290	19,940.00	19,940.00	0.00	19,940.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	387,058.00	3,127,392.00	3,127,392.00	New
TOTAL, FEDERAL REVENUE			563,581.00	563,581.00	505,360.00	3,690,973.00	3,127,392.00	554.9%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00		
Lottery - Unrestricted and Instructional Materi:		8560	67,507.00	67,507.00	44,434.58	89,181.00	21,674.00	32.1%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	234,210.00	234,210.00	62,624.00	1,928,140.00	1,693,930.00	723.3%
TOTAL, OTHER STATE REVENUE			301,717.00	301,717.00	107,058.58	2,017,321.00	1,715,604.00	568.6%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustm		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	103,508.00	103,508.00	0.00	103,508.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	652,575.00	652,575.00	179,979.00	652,575.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			756,083.00	756,083.00	179,979.00	756,083.00	0.00	0.0%
TOTAL, REVENUES			1,621,381.00	1,621,381.00	792,397.58	6,464,377.00	4,842,996.00	298.7%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	499,407.00	499,407.00	84,046.48	1,022,973.00	(523,566.00)	-104.8%
Certificated Pupil Support Salaries		1200	508,782.00	508,782.00	164,206.76	508,782.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	1,200.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,008,189.00	1,008,189.00	249,453.24	1,531,755.00	(523,566.00)	-51.9%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	569,512.00	569,512.00	79,615.38	793,178.00	(223,666.00)	-39.3%
Classified Support Salaries		2200	128,353.00	128,353.00	78,399.48	228,353.00	(100,000.00)	-77.9%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	37,300.00	37,300.00	10,270.92	37,300.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			735,165.00	735,165.00	168,285.78	1,058,831.00	(323,666.00)	-44.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	174,493.00	174,493.00	39,911.09	224,592.00	(50,099.00)	-28.7%
PERS		3201-3202	161,070.00	161,070.00	39,205.11	207,070.00	(46,000.00)	-28.6%
OASDI/Medicare/Alternative		3301-3302	70,070.00	70,070.00	16,973.76	137,136.00	(67,066.00)	-95.7%
Health and Welfare Benefits		3401-3402	313,864.00	313,864.00	110,813.30	338,864.00	(25,000.00)	-8.0%
Unemployment Insurance		3501-3502	2,915.00	2,915.00	2,088.13	31,744.00	(28,829.00)	-989.0%
Workers' Compensation		3601-3602	39,246.00	39,246.00	8,094.02	62,466.00	(23,220.00)	-59.2%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			761,658.00	761,658.00	217,085.41	1,001,872.00	(240,214.00)	-31.5%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	7,535.82	21,674.00	(21,674.00)	New
Books and Other Reference Materials		4200	112,507.00	112,507.00	12,216.60	442,507.00	(330,000.00)	-293.3%
Materials and Supplies		4300	238,807.00	238,807.00	49,311.25	2,388,036.00	(2,149,229.00)	-900.0%
Noncapitalized Equipment		4400	0.00	0.00	365,850.70	105,000.00	(105,000.00)	New
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			351,314.00	351,314.00	434,914.37	2,957,217.00	(2,605,903.00)	-741.8%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	442.72	53,690.00	(53,690.00)	New
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	59,297.00	59,297.00	1,008.37	74,297.00	(15,000.00)	-25.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	452.95	5,000.00	(5,000.00)	New
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	328,027.00	328,027.00	108,721.66	1,204,003.00	(875,976.00)	-267.0%
Communications		5900	25,650.00	25,650.00	5,839.62	163,007.00	(137,357.00)	-535.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			412,974.00	412,974.00	116,465.32	1,499,997.00	(1,087,023.00)	-263.2%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	1,916,264.00	1,916,264.00	741,333.41	1,916,264.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,916,264.00	1,916,264.00	741,333.41	1,916,264.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			5,185,564.00	5,185,564.00	1,927,537.53	9,965,936.00	(4,780,372.00)	-92.2%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	3,564,183.00	3,564,183.00	0.00	3,564,183.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			3,564,183.00	3,564,183.00	0.00	3,564,183.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			3,564,183.00	3,564,183.00	0.00	3,564,183.00	0.00	0.0%

2021-22 First Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	13,941,666.00	13,941,666.00	3,553,959.75	14,183,006.00	241,340.00	1.7%
2) Federal Revenue		8100-8299	577,581.00	577,581.00	505,360.00	3,704,973.00	3,127,392.00	541.5%
3) Other State Revenue		8300-8599	558,845.00	558,845.00	147,746.19	2,291,434.00	1,732,589.00	310.0%
4) Other Local Revenue		8600-8799	840,083.00	840,083.00	202,301.22	840,083.00	0.00	0.0%
5) TOTAL, REVENUES			15,918,175.00	15,918,175.00	4,409,367.16	21,019,496.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	6,061,029.00	6,061,029.00	1,691,532.69	6,326,494.00	(265,465.00)	-4.4%
2) Classified Salaries		2000-2999	1,917,708.00	1,917,708.00	572,437.39	2,347,625.00	(429,917.00)	-22.4%
3) Employee Benefits		3000-3999	4,260,464.00	4,260,464.00	1,186,511.79	4,494,339.00	(233,875.00)	-5.5%
4) Books and Supplies		4000-4999	456,314.00	456,314.00	445,242.38	3,062,517.00	(2,606,203.00)	-571.1%
5) Services and Other Operating Expenditures		5000-5999	1,289,774.00	1,289,774.00	546,427.77	2,376,797.00	(1,087,023.00)	-84.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	1,916,264.00	1,916,264.00	741,333.41	1,916,264.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			15,901,553.00	15,901,553.00	5,183,485.43	20,524,036.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			16,622.00	16,622.00	(774,118.27)	495,460.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

2021-22 First Interim
General Fund
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E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			16,622.00	16,622.00	(774,118.27)	495,460.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,313,175.35	1,313,175.35		1,313,175.35	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,313,175.35	1,313,175.35		1,313,175.35		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,313,175.35	1,313,175.35		1,313,175.35		
2) Ending Balance, June 30 (E + F1e)			1,329,797.35	1,329,797.35		1,808,635.35		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	386,317.40	386,317.40		448,941.40		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	943,479.95	943,479.95		1,359,693.95		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	8,751,372.00	8,751,372.00	2,364,650.00	6,607,348.00	(2,144,024.00)	-24.5%
Education Protection Account State Aid - Current Year		8012	2,968,169.00	2,968,169.00	918,635.00	5,353,533.00	2,385,364.00	80.4%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	16,370.00	16,370.00	0.00	16,370.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	2,221,973.00	2,221,973.00	32,831.23	2,221,973.00	0.00	0.0%
Unsecured Roll Taxes		8042	199,161.00	199,161.00	217,450.76	199,161.00	0.00	0.0%
Prior Years' Taxes		8043	0.00	0.00	1,018.36	0.00	0.00	0.0%
Supplemental Taxes		8044	40,256.00	40,256.00	22,223.94	40,256.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	(249,135.00)	(249,135.00)	0.00	(249,135.00)	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	1,500.00	1,500.00	668.25	1,500.00	0.00	0.0%
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			13,949,666.00	13,949,666.00	3,557,477.54	14,191,006.00	241,340.00	1.7%
LCFF Transfers								
Unrestricted LCFF								
Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF								
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(8,000.00)	(8,000.00)	(3,517.79)	(8,000.00)	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			13,941,666.00	13,941,666.00	3,553,959.75	14,183,006.00	241,340.00	1.7%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	206,588.00	206,588.00	0.00	206,588.00	0.00	0.0%
Special Education Discretionary Grants		8182	14,853.00	14,853.00	0.00	14,853.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	267,685.00	267,685.00	0.00	267,685.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	38,271.00	38,271.00	85,328.00	38,271.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	16,244.00	16,244.00	32,974.00	16,244.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3040, 3045, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	19,940.00	19,940.00	0.00	19,940.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	All Other	8290	14,000.00	14,000.00	387,058.00	3,141,392.00	3,127,392.00	22338.5%
TOTAL, FEDERAL REVENUE			577,581.00	577,581.00	505,360.00	3,704,973.00	3,127,392.00	541.5%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	45,174.00	45,174.00	0.00	45,174.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	274,161.00	274,161.00	85,122.19	312,820.00	38,659.00	14.1%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	239,510.00	239,510.00	62,624.00	1,933,440.00	1,693,930.00	707.2%
TOTAL, OTHER STATE REVENUE			558,845.00	558,845.00	147,746.19	2,291,434.00	1,732,589.00	310.0%

2021-22 First Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

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OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	24,000.00	24,000.00	0.00	24,000.00	0.00	0.0%
Interest		8660	15,000.00	15,000.00	8,382.37	15,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	148,508.00	148,508.00	13,939.85	148,508.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	652,575.00	652,575.00	179,979.00	652,575.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			840,083.00	840,083.00	202,301.22	840,083.00	0.00	0.0%
TOTAL, REVENUES			15,918,175.00	15,918,175.00	4,409,367.16	21,019,496.00	5,101,321.00	32.0%

2021-22 First Interim
General Fund
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CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	4,824,385.00	4,824,385.00	1,293,534.02	5,002,340.00	(177,955.00)	-3.7%
Certificated Pupil Support Salaries		1200	543,752.00	543,752.00	187,663.91	631,262.00	(87,510.00)	-16.1%
Certificated Supervisors' and Administrators' Salaries		1300	692,892.00	692,892.00	210,334.76	692,892.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			6,061,029.00	6,061,029.00	1,691,532.69	6,326,494.00	(265,465.00)	-4.4%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	920,638.00	920,638.00	183,422.62	1,250,555.00	(329,917.00)	-35.8%
Classified Support Salaries		2200	569,173.00	569,173.00	242,953.61	669,173.00	(100,000.00)	-17.6%
Classified Supervisors' and Administrators' Salaries		2300	75,429.00	75,429.00	25,471.92	75,429.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	295,886.00	295,886.00	87,789.15	295,886.00	0.00	0.0%
Other Classified Salaries		2900	56,582.00	56,582.00	32,800.09	56,582.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			1,917,708.00	1,917,708.00	572,437.39	2,347,625.00	(429,917.00)	-22.4%
EMPLOYEE BENEFITS								
STRS		3101-3102	1,034,368.00	1,034,368.00	280,885.52	1,147,442.00	(113,074.00)	-10.9%
PERS		3201-3202	434,240.00	434,240.00	114,558.41	480,240.00	(46,000.00)	-10.6%
OASDI/Medicare/Alternative		3301-3302	231,944.00	231,944.00	64,897.05	299,010.00	(67,066.00)	-28.9%
Health and Welfare Benefits		3401-3402	2,147,525.00	2,147,525.00	626,091.64	2,173,741.00	(26,216.00)	-1.2%
Unemployment Insurance		3501-3502	6,721.00	6,721.00	11,235.55	52,694.00	(45,973.00)	-684.0%
Workers' Compensation		3601-3602	248,116.00	248,116.00	43,548.90	183,662.00	64,454.00	26.0%
OPEB, Allocated		3701-3702	157,550.00	157,550.00	45,294.72	157,550.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			4,260,464.00	4,260,464.00	1,186,511.79	4,494,339.00	(233,875.00)	-5.5%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	7,535.82	21,674.00	(21,674.00)	New
Books and Other Reference Materials		4200	117,507.00	117,507.00	12,216.60	447,507.00	(330,000.00)	-280.8%
Materials and Supplies		4300	338,807.00	338,807.00	59,639.26	2,488,336.00	(2,149,529.00)	-634.4%
Noncapitalized Equipment		4400	0.00	0.00	365,850.70	105,000.00	(105,000.00)	New
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			456,314.00	456,314.00	445,242.38	3,062,517.00	(2,606,203.00)	-571.1%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	792.72	53,690.00	(53,690.00)	New
Dues and Memberships		5300	25,300.00	25,300.00	13,740.00	25,300.00	0.00	0.0%
Insurance		5400-5450	215,000.00	215,000.00	135,462.74	215,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	259,297.00	259,297.00	115,871.15	274,297.00	(15,000.00)	-5.8%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	156,500.00	156,500.00	124,502.77	161,500.00	(5,000.00)	-3.2%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	578,027.00	578,027.00	143,264.03	1,454,003.00	(875,976.00)	-151.5%
Communications		5900	55,650.00	55,650.00	12,794.36	193,007.00	(137,357.00)	-246.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,289,774.00	1,289,774.00	546,427.77	2,376,797.00	(1,087,023.00)	-84.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	1,916,264.00	1,916,264.00	741,333.41	1,916,264.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,916,264.00	1,916,264.00	741,333.41	1,916,264.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			15,901,553.00	15,901,553.00	5,183,485.43	20,524,036.00	(4,622,483.00)	-29.1%

2021-22 First Interim
General Fund
Summary - Unrestricted/Restricted
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00	0.00	0.0%

Educator Effectiveness Block Grant 2021

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Lakeside Union School District	Ty Bryson District Superintendent	tbryson@lakesideusd.org 661-836-6658

The Educator Effectiveness Block Grant (EEBG) is a program providing funds to county offices of education, school districts, charter schools, and state special schools to provide professional learning and to promote educator equity, quality, and effectiveness.

As a condition of receiving funds for educator effectiveness, LEAs shall develop and adopt a plan for expenditure of funds, which requires the plan to be explained in a public meeting of the governing board of the school district, county board of education, or governing body of the charter school before its adoption in a subsequent meeting. Funds may be expended for the purposes identified in [Assembly Bill 130](#), [Chapter 44](#), [Section 22](#) and [Assembly Bill 167](#), [Chapter 252](#), [Section 9](#) and mentioned below in the “Planned Use of Funds” section. These expenditures may take place over fiscal years 2021–22, 2022–23, 2023–24, 2024–25, and 2025–26. LEAs may use these allocated funds to provide professional learning for teachers, administrators, paraprofessionals who work with students, and classified staff that interact with students in order to promote educator equity, quality, and effectiveness. The funding is distributed in an equal amount per unit of full-time equivalent certificated and classified staff as reported in California Longitudinal Pupil Achievement Data and California Basic Educational Data System for the 2020–21 fiscal year. This funding for certificated and classified staff shall not exceed the total certificated staff and classified staff count.

Expenditure Plan

Total Educator Effectiveness Block Grant funds awarded to the LEA
\$267,912

The following table provides the LEA's expenditure plan for how it will use EEBG funds to provide professional learning for teachers, administrators, paraprofessionals who work with students, and classified staff that interact with students in order to promote educator equity, quality, and effectiveness. The allowable use categories are listed below.

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
1. Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized	1. The Lakeside Union School District will provide new teachers access to Kern County Superintendent of Schools Teacher Induction Program. (\$60,000) 2. The Lakeside Union School District will provide access to new administrators to the Kern County	64,000.00

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
<p>around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.</p>	<p>Superintendent of Schools Clear Administrative Services Credential (CASC) Program (\$4,000)</p>	
<p>2. Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.</p>	<p>1. The Lakeside School District will provide staff, evidence based professional development to support student learning enabling all students, especially Students with Disabilities, English Learners, low income and foster youth, access to the California Common Core State Standards (\$5,000.00).</p> <p>2. The Lakeside School District will implement an evidence based online literacy program: Imagine Learning Literacy to all students, especially struggling readers (1year Contract at \$46,500.00)</p> <p>3. The Lakeside School District will implement an evidence based online reading program to help establish a baseline for student learning and ongoing monitoring in the area of reading: Amplify Reading (3 year Contract at \$63,000.00)</p> <p>4. The Lakeside School District will provide classroom teachers at both school sites quarterly professional learning planning days to 1. Review and ensure alignment of formal assessments to the California Common Core State Standards. 2. Analyze student data to drive instruction in supporting all students, especially during Designated ELD and RtI time. (\$25,200 TK-5th grade and \$13,800.00 for 6th-8th grade)</p>	<p>152,312.00</p>
<p>3. Practices and strategies that reengage pupils and lead to accelerated learning.</p>		

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
4. Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.	1. The Lakeside School District will implement an online social-emotional learning program to improve student engagement, morale and well-being: Second Step Program (2 year contract at \$6,100.00)	6,100.00
5. Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a school's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.	<p>1. The Lakeside School District will provide additional support to continue to promote a positive school climate and culture by providing the following supports.</p> <p>A. Positive Behavioral Interventions and Supports (PBIS) professional development (\$200.00 per participant at \$4,500.00)</p> <p>B. Student Incentives to build a positive school climate and culture each school site(\$4000.00: \$2,000.00 per site)</p> <p>C. Additional support for the Lakeside Union School Districts Multi-Tiered Systems of Support (Planning, professional development, substitute costs, etc.) (\$4000.00)</p>	12,500.00
6. Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.	1. The Lakeside School District will implement an online program and professional development at both school sites to monitor students learning in order to provide students specific academic support, especially Students with Disabilities, English Learners, low income and foster youth: Elevate (3 year contract)	18,000.00
7. Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated languagedevelopment within and across content areas and building and strengthening capacity to increase bilingual and biliterate proficiency.	<p>1. The Lakeside School District will provide staff professional development focused on evidence based strategies and skills supporting English Language (\$3000.00)</p> <p>2. The Lakeside School District will provide support material to support staff in developing English Language Development skills (\$2000.00)</p>	5,000.00

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
8. New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).	N/A	
9. Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.	N/A	
10. Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.	1. The Lakeside School District will purchase additional special education assessments to provide evidence based data to develop individual education plans.	10,000.00
Subtotal		267,912.00

Educator Effectiveness Block Grant Plan Instructions

Introduction

A program providing funds to county offices of education, school districts, charter schools, and state special schools to provide professional learning and to promote educator equity, quality, and effectiveness.

For additional information regarding Educator Effectiveness Block Grant funding please see the web page at <https://www.cde.ca.gov/fq/aa/ca/educatoreffectiveness.asp>.

Purpose and Requirements

As noted in the Introduction, a program providing funds to county offices of education, school districts, charter schools, and state special schools to provide professional learning and to promote educator equity, quality, and effectiveness:

- To ensure professional development meets educator and pupil needs, local educational agencies are **encouraged to allow school site and content staff to identify the topic or topics of professional learning**. Professional learning provided pursuant to this section shall do both of the following:
 - Be **content focused**, incorporate **active learning**, support **collaboration**, use **models** of effective practice, provide **coaching** and **expert support**, offer **feedback** and **reflection**, and be of **sustained duration**.
 - As applicable, be aligned to the **academic content standards** adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.4, 60605.8, and 60605.11, and the model curriculum adopted pursuant to Section 51226.7, as those sections read on June 30, 2020, and former Section 60605.85, as that section read on June 30, 2014.

Areas that to be considered for funding as outlined in Education Code include:

- (1) **Coaching** and **mentoring** of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.
- (2) Programs that lead to effective, **standards-aligned instruction** and improve **instruction in literacy** across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.
- (3) Practices and strategies that **reengage pupils** and lead to **accelerated learning**.
- (4) Strategies to implement **social-emotional learning, trauma-informed practices, suicide prevention**, access to **mental health** services, and other approaches that improve pupil well-being.

- (5) Practices to create a **positive school climate**, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a school's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.
- (6) Strategies to improve **inclusive practices**, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.
- (7) Instruction and education to support implementing **effective language acquisition** programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.
- (8) New **professional learning networks** for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c) - *see slide 12 for subdivision (c)*.
- (9) Instruction, education, and strategies to incorporate **ethnic studies** curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.
- (10) Instruction, education, and strategies for certificated and classified educators in **early childhood education, or childhood development**.

Instructions to complete the template:

Total Educator Effectiveness Block Grant funds awarded to the LEA

Provide the total amount of Educator Effectiveness Block Grant funds the LEA is awarded.

Allowable Use of Funds Table

The table is in three parts, **Allowable Use of Funds**, **Planned Use of Funds (Actions)**, and **Planned Expenditures**. Data is only required in the **Planned Use of Funds** and **Planned Expenditures** columns.

(1) Allowable Use of Funds

The LEA must specify the amount of EEBG funds that it intends to use to implement a planned action. This column is prepopulated with the allowable uses of funds. There is no need to input additional information in this column.

(2) Planned Use of Funds (Actions)

- Provide a description of the action(s) the LEA will implement using EEBG funds. The description can be brief and/or in list form. Include the group that will receive the professional learning (teachers, administrators, paraprofessionals who work with students and classified staff that interact with students).

- An LEA has the flexibility to include planned use of funds/actions described in one or more areas list under **Allowable Use of Funds**. It is not required to include actions for every allowable use of funds listed.

(3) Planned Expenditures

Specify the amount of funds the LEA plans to expend to implement the action(s). The amount of funds included in this section should reflect the total funds planned to be expended over the life of the grant.

Fiscal Requirements

As a condition of receiving funds, a school district, COE, charter school, or state special school shall do **both** of the following:

- On or before **December 30, 2021**, develop and adopt a plan delineating the expenditure of funds apportioned pursuant to this section, including the professional development of teachers, administrators, paraprofessionals, and classified staff. The plan shall be **presented in a public meeting of the governing board** of the school district, county board of education, or governing body of the charter school, **before its adoption in a subsequent public meeting**.
- On or before **September 30, 2026**, report detailed expenditure information to CDE, including, but not limited to, specific **purchases** made and the **number of teachers, administrators, paraprofessional educators, or classified staff** that received professional development. The CDE shall determine the format for this report.

Funding apportioned pursuant to this section is subject to the **annual audits** required by Section 41020.

**Bill To**

Attn: Accounts Payable
Lakeside Union School District
14535 Old River Road
Bakersfield CA 93311

Ship To

Lakeside Union School District
14535 Old River Rd.
Bakersfield CA 93311

222943

Date 10/15/2021**Valid Until** 1/13/2022**Partnership
Manager** Brian Chernow

This proposal is provided as a courtesy to you, our customer. Please direct any questions to your Area Partnership Manager, at or brian.chernow@imaginelearning.com.

Quantity	Item	Unit Price	Amount
1	District-wide Imagine Language & Literacy All students have an Imagine Language & Literacy license available for one year from date of purchase.	\$50,000.00	\$50,000.00
	Discount		(\$10,000.00)
1	District-wide Imagine Math Facts All students have an Imagine Math Facts license available for one year from date of purchase.	\$7,000.00	\$7,000.00
	Discount		(\$2,000.00)

Include the quote number (#222943) and Accounts Payable email on all Purchase Orders.
Please fax, email or mail to:

Fax: (866) 507-9270
Email: PurchaseOrders@imaginelearning.com
Mail: Imagine Learning, Inc.
382 W. Park Circle, Ste 100
Provo, UT 84604

Subtotal \$45,000.00**Tax Total** \$0.00**Total** \$45,000.00**Thank you for choosing Imagine Learning!**

Any taxes, duties, and fees, included on this quote, are estimates only and are provided for planning purposes. Actual amounts will be invoiced.

For information about Imagine Learning's Terms of Use and Privacy Policy, please visit our website or email: privacy@imaginelearning.com.

This quote is subject to Imagine Learning's End-User License Agreement ("EULA"). The EULA is available at <https://cdn-websites.imaginelearning.com/corporate/sites/default/files/2021-07/IL-EULA.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these EULA resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.



Customer Onboarding

Thank you for considering Imagine Learning as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to you. Once we receive your purchase order or purchase contract, one of our Customer Experience Specialists will contact you to begin the onboarding process. In order to ensure a successful and speedy implementation, please have the following information available for your Customer Experience Specialist:

1. Schools where the licenses will be utilized and approximate number of students using licenses at each school.
2. Target launch date, what is the desired start date for training and/or student access.
3. Rostering contact information
4. Rostering method

Learn more about [System Requirements](#) and how to make the [best rostering decision](#) for your school or district on our [Help Center](#).

Thank you for choosing Imagine Learning!

Any taxes, duties, and fees, included on this quote, are estimates only and are provided for planning purposes. Actual amounts will be invoiced.

For information about Imagine Learning's Terms of Use and Privacy Policy, please visit our website or email: privacy@imaginelearning.com. This quote is subject to Imagine Learning's End-User License Agreement ("EULA"). The EULA is available at <https://cdn-websites.imaginelearning.com/corporate/sites/default/files/2021-07/IL-EULA.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these EULA resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Ellevation Inc. Order Form - Q-29772

This Order Form is being entered into between Ellevation Inc., having an address at 38 Chauncy Street, Boston, Massachusetts 02111 ("Ellevation") and the Company Name identified as "Customer" below, pursuant to the parties' Master Services Agreement dated 12/1/2021 ("MSA"). In the event of any conflict between this Order Form and the MSA, the terms of this Order Form shall control. This Order Form is effective as of the Subscription Start Date set forth below.

Company: Ellevation Inc.

Representative: Jay Muller

Email: jay.muller@ellevationeducation.com

Phone: 617-307-5755

Address: 38 Chauncy St, 4th Floor, Boston, MA
02111

Start Date: 12/1/2021

Customer: LAKESIDE UNION, CA [Kern]

Contact Name: Judy Bonilla-Gonzalez

Email: jbonilla@lakesideusd.org

Phone: (661) 665-8190

Address: 14535 Old River Road, Bakersfield, CA
93311

End Date: 11/30/2024

Subscription Fees

Product	Quantity	Unit Price	Discount	Term (Yrs)	Total Fees
Ellevation (CA)	150	Minimum	5 %	3	\$15,390.00
Subscription Savings: 10% Multi-Year Discount Applied					\$2,610.00
Subscription Total:					\$15,390.00

Services Fees

Product	Quantity	Unit Price	Discount	Total Fees
Ellevation Data/Implementation	1	\$769.50		\$769.50
Online Training - 3 Hr (Year 1)	2	\$1,500.00	75 %	\$750.00
Services Savings:				\$2,250.00
Services Total:				\$1,519.50

Total Investment - Q-29772

Savings Total:	\$4,860.00
Grand Total:	\$16,909.50

Invoicing Schedule: Up Front, In Full

Payment Term: Net 30

Contract Term: 36

ELLEAVATION INC.

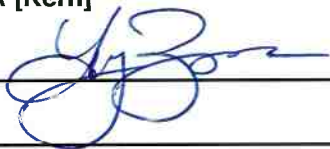
By (Signature): _____

Name (Print): _____

Title: _____

Date: _____

LAKESIDE UNION, CA [Kern]

By (Signature):  _____

Name (Print): _____

Title: _____

Date: _____

This Master Services Agreement (this "Agreement") is dated as of 12/1/2021 ("Effective Date") by and between Ellevation Inc., a Delaware corporation ("Ellevation"), and LAKESIDE UNION, CA [Kern] ("Customer"). Ellevation and Customer are each referred to individually as a "Party" and collectively the "Parties" hereto.

1 Definitions.

- 1.1 **"System"** means Ellevation's proprietary, Internet-delivered SaaS platform of servers, software and related technology that is owned and operated by Ellevation and furnished to Customer under this Agreement. The System provides Customer the ability to: (a) use Ellevation's proprietary data management framework for English Language Learners ("**ELLs**"); (b) access reporting tools related to the productivity and performance of Customer's ELLs; (c) utilize instructional content for Customer's ELLs; and (d) provide Customer's ELLs with tools to improve language acquisition.
- 1.2 **"Customer User"** means any of Customer's authorized users of the System.
- 2 **Services.** Ellevation shall perform the services listed in the Order Form and/or described in any Statement of Work ("**SOW**") that may be agreed to by both Parties from time to time (the "Services"), with any such Order Form or SOW incorporated into this Agreement by reference.
- 3 **Fees and Payment.** Customer will pay the fees as set forth in the Order Form or SOW. All invoices are payable within 30 days following receipt by Customer.
- 4 **Term.** The term of this Agreement shall be one year commencing on the Effective Date, and shall continue for so long as Ellevation continues to provide the System and/or Services to the Customer pursuant to a valid Order Form or SOW (the "Term"). The term of any particular Services is as provided on the Order Form or SOW.

5 License Grant

- 5.1 During the Term and subject to the terms and conditions of this Agreement, Ellevation grants Customer a worldwide, non-exclusive, non-transferable right to access and use the features and functionality of the System solely for Customer's internal educational purposes. All rights not specifically granted in this Agreement are fully reserved by Ellevation.

6 Restrictions

- 6.1 Prohibited Use Customer will not, and will ensure that Customer Users do not, (a) use the System other than in compliance with this Agreement and applicable federal, state, and local laws; (b) frame, distribute, resell, or permit access to the System by any third party; (c) interfere with the System or disrupt any other users' access to the System; (d) attempt to gain unauthorized access to the System, or attempt to discover the underlying source code or structure of the System, or otherwise reverse engineer the System; (f) submit to the System any content or data that is false, misleading, defamatory or threatening; infringing of intellectual property rights; reasonably deemed to involve moral turpitude or that contains mass mailings or any form of "spam"; (g) submit to the System any data or code that contains a time bomb, virus, or any other malware that is designed to delete, disable or otherwise inhibit or harm any element of the System, or which is intended to provide unauthorized access to the System; or (h) use any robot, spider, data scraping or extraction tool or similar mechanism with respect to the System.
- 6.2 Customer Responsibilities Customer must comply with, and ensure that its Customer Users comply with, the Ellevation Terms of Use found at <https://ellevationeducation.com/platform-legal-notice>, as well as ensure that: (a) Customer provides true, accurate, current and complete information to create and maintain accounts; (b) neither Customer nor any Customer User circumvents or otherwise interferes with any user authentication or security mechanism used by Ellevation; (c) Customer Users maintain the confidentiality of their usernames and passwords; (d) neither Customer nor any Customer User will impersonate another user of the System or provide false identity information to gain access to or use the System; and (e) Customer immediately notifies Ellevation of any known or suspected unauthorized access to Customer or Customer User accounts or compromise of account credentials.

7 Ownership and Rights

- 7.1 Ownership of Customer Content Customer retains all right, title and interest in (a) any data, files, images, and other content that Customer or a Customer User uploads or submits to the System pursuant to this Agreement; and (b) any reports produced by Customer in connection with use of the System (collectively, "**Customer Content**").
- 7.2 Limited Use of Customer Content by Ellevation During the Term, Customer grants Ellevation the right to use and transmit the Customer Content for purposes of providing the Services. During the Term and thereafter, Customer grants Ellevation the right to use the Customer Content on an aggregated, de-identified basis (a) to develop and improve its products; (b) for the purposes of adaptive and customized learning; and (c) to demonstrate the effectiveness of its products.
- 7.3 Ownership of System The Services, including all trademarks, service marks, logos, documents, graphics, content, and/or other materials viewed or obtained from or through the Services (collectively, "Service Materials"), are owned and/or licensed by Ellevation and are protected by copyright and other intellectual property rights. Customer has no rights to transfer, reproduce, or prepare any derivative works with respect to the Services, or to disclose confidential information pertaining to the Services. This Agreement does not convey any right of ownership in or related to the Service or other intellectual property owned by Ellevation.

- 7.4 **Feedback** Customer may, at its option, provide to Ellevation feedback or suggestions for enhancement concerning the System ("**Feedback**"), and Ellevation will have a perpetual right to use and incorporate Feedback into the System without any compensation or other obligation to Customer. Customer shall not gain any right, title or interest in the System or Ellevation's IP as a result of its furnishing or Ellevation's use of Feedback.
- 8 **Confidentiality.** "**Confidential Information**" of a Party ("**Disclosing Party**") means all financial, technical, or business information of the Disclosing Party that the Disclosing Party designates as confidential or that the other party ("**Receiving Party**") reasonably should understand to be confidential based on the nature of the information or the circumstances surrounding its disclosure. Without limiting the generality of the foregoing, Confidential Information includes (but is not limited to) personally identifiable student information; the Fees contained in any Order Form or SOW; and Ellevation's IP and other proprietary tools, features and methodologies. Confidential Information does not include any information that (a) is or becomes generally known to the public without the Receiving Party's breach of any obligation owed to the Disclosing Party; (b) was independently developed by the Receiving Party without the Receiving Party's breach of any obligation owed to the Disclosing Party; or (c) is received from a third party who obtained such Confidential Information without any breach of any obligation owed to the Disclosing Party. Except as expressly permitted in this Agreement or by written consent of the Disclosing Party, the Receiving Party will not disclose, duplicate, publish, transfer or otherwise make available Confidential Information of the Disclosing Party in any form to any person or entity. The Receiving Party will not use Confidential Information except to perform its obligations under this Agreement. Notwithstanding the foregoing, the Receiving Party may disclose Confidential Information to the extent required by law, provided that the Receiving Party shall (x) give the Disclosing Party prior notice of such disclosure so as to afford the Disclosing Party a reasonable opportunity to appear, object, and obtain a protective order or other appropriate relief regarding such disclosure; (y) use diligent efforts to limit disclosure and to obtain confidential treatment or a protective order; and (z) allow the Disclosing Party to participate in the proceeding. Further, the Receiving Party will return or destroy all Confidential Information upon the Disclosing Party's request at any time, and/or after the termination or expiration of this Agreement, and (if requested by the Disclosing Party) certify such return or destruction in writing.
- 9 **Data Protection**
- 9.1 **Privacy Policy** Ellevation maintains a Privacy Policy found at <https://ellevationeducation.com/platform-privacy-policy> and incorporated into this Agreement. Ellevation reserves the right to modify the Privacy Policy in accordance with the procedure outlined in the Privacy Policy.
- 9.2 **Family Educational Rights and Privacy Act** Customers subject to the Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. seq. ("**FERPA**"), appoint Ellevation a "school official" as that term is used in FERPA, and determine that Ellevation has a "legitimate educational interest" for the purpose of carrying out its responsibilities under this Agreement. Ellevation shall be bound by the relevant provisions of FERPA, including that it will remain under the "direct control" of Customer with respect to its use and maintenance of "education records" as that term is defined in FERPA. Ellevation will use personally identifiable student data only as necessary to fulfill the Services in performance of this Agreement, and will only share personally identifiable student data with its third-party vendors as necessary to fulfill the Services in performance of this Agreement.
- 9.3 **Children's Online Privacy Protection Act ("COPPA")** If Customer purchases Services available for use by students, Customer will be responsible for obtaining verifiable parent consent prior to making such Services available to its students under the age of 13. Ellevation shall comply with its responsibilities under COPPA.
- 9.4 **Data Security** Ellevation deploys security precautions intended to help maintain the confidentiality, integrity, and availability of Customer data stored by Ellevation, including use of firewalls, encryption, authentication technologies and background screenings for all employees. However, the internet is not perfectly secure and Ellevation is not responsible for security incidents not reasonably foreseeable or reasonably within its control. Customer specifically shall not provide to Ellevation, or store on the System, the Social Security number, driver's license or state-issued identification card number, financial account number, or credit or debit card number of any Customer student or employee.
- 9.5 **Notification of Breach** Ellevation shall notify Customer within 48 hours of determination that a data breach impacting Customer has occurred. Ellevation shall be responsible for the direct costs associated with a breach not caused by Customer or Customer Users.
- 9.6 **Legal Requests for Data** If Ellevation receives a court order or subpoena for Customer Content, Ellevation shall provide the Customer with a copy of such court order or subpoena within two (2) business days of its receipt, unless legally prohibited from doing so.
- 10 **Representation and Warranties; Disclaimers**
- 10.1 **Ellevation Representations and Warranties** Ellevation represents and warrants that (a) it has the necessary authority to enter into this Agreement; (b) it will provide the System and related services in a professional and workmanlike manner and in accordance with the specifications set forth in any Order Form or SOW; and (c) it will comply with all applicable laws.
- 10.2 **Customer Representations and Warranties** Customer represents and warrants that (a) it has the necessary authority to enter into this Agreement; (b) it has all rights, permissions and consents necessary to submit all Customer Content to the System and to grant Ellevation the rights to use Customer Content as set forth in this Agreement; (c) any

material uploaded to the System does not contain anything that is defamatory, libelous, infringes upon any third party intellectual property rights, or violates any confidentiality obligations Customer has with a third party; and (d) it will comply with all applicable laws.

- 10.3 **Ellevation Disclaimer** Customer acknowledges that, as an internet-delivered software application, the System may experience periods of downtime, including (but not limited to) due to scheduled maintenance and third-party service outages. Accordingly, ELLEVATION DOES NOT WARRANT THAT THE SYSTEM WILL BE ERROR-FREE OR OPERATE WITHOUT INTERRUPTIONS OR DOWNTIME. ELLEVATION MAKES NO REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THE SYSTEM, INCLUDING ITS DOCUMENTATION, THE SYSTEM SOFTWARE, OR ANY DATA OR CONTENT MADE AVAILABLE THROUGH THE SYSTEM. ELLEVATION SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, AND ACCURACY.
- 11 **Insurance.** Ellevation shall provide professional liability insurance of no less than \$1,000,000 per incident and \$2,000,000 in the aggregate. Upon written request, Ellevation shall file with the Customer a Certificate of Insurance, that includes the liability coverage limits, dates of coverage, and names the District as an additional insured.
- 12 **Termination.**
- 12.1 **Termination** Either party may terminate this Agreement (a) immediately if the other party breaches any material provision and fails to cure its breach within 20 days after receiving the other party's written notice identifying the breach, or (b) for any or no reason, upon 60 days' prior written notice. Nevertheless, the Agreement will remain in effect for as long as Ellevation is continuing to provide the System or Services to the Customer pursuant to a valid Order Form or SOW. In addition, Ellevation may suspend Customer's access to the Services immediately if Customer fails to make a payment more than 30 days following its due date.
- 12.2 **Treatment of Customer Content at Termination** Customer shall have 30 days following the termination or expiration of this Agreement to provide Ellevation with a written request for a one-time, delimited file export of its data from the System via SFTP. Regardless of whether Customer makes such a written request, and except as otherwise provided in this Agreement, within 90 days of the termination or expiration of this Agreement Ellevation will securely destroy any and all of Customer's personally identifiable student data stored in the System, including any such data stored in Ellevation's backup systems.
- 13 **Indemnification**
- 13.1 Ellevation will defend, indemnify and hold harmless Customer and its employees and agents from and against any third party claim, demand or action, and all resulting damages, settlement amounts, penalties, costs and expenses, to the extent such claim, demand or action alleges that the System, or Customer's use thereof in accordance with this Agreement, infringes or violates any copyright, trademark, U.S. patent, or other proprietary right of any third party; provided, that Ellevation will not be obligated under this Section to the extent any such infringement or violation arises from use of the System in combination with technology or services not provided by Ellevation.
- 13.2 Unless prohibited by applicable law, Customer will defend, indemnify and hold harmless Ellevation and its corporate affiliates, directors, officers, employees, successors, assigns and agents from and against any third party claim, demand or action, and all resulting damages, settlement amounts, penalties, costs and expenses, that arises out of or relates to Customer Content, including claims that Customer Content infringes or violates any intellectual property or proprietary right of a third party, violates any confidentiality obligation owed to a third party, or violates any applicable law or regulation; provided, that Customer will not be obligated under this Section to the extent any such claim arises from Ellevation's use of Customer Content in violation of this Agreement.
- 14 **LIMITATION OF LIABILITY. NEITHER PARTY WILL BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES IN CONNECTION WITH ANY CLAIM OF ANY NATURE ARISING UNDER THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN GIVEN ADVANCE NOTICE OF SUCH POSSIBLE DAMAGES. IN ADDITION, NEITHER PARTY'S AGGREGATE LIABILITY FOR ALL CLAIMS OF ANY NATURE ARISING OUT OF THIS AGREEMENT (EXCLUDING ITS OBLIGATIONS OF CONFIDENTIALITY AND INDEMNIFICATION) WILL NOT EXCEED THE FEES ACTUALLY PAID TO ELLEVATION UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM.**
- 15 **Notices.** All notices under this Agreement must be in writing and sent via email, if to Ellevation, to 'notices@ellevationeducation.com' or, if to Customer, at the email address provided on the Order Form.
- 16 **Entire Agreement.** The Agreement together with any Order Form, SOW and the Terms of Use, represents the entire agreement between the parties regarding Customer's use of the System and related matters addressed in this Agreement, and supersedes any prior oral or written agreements, promises, representations, warranties, or inducements between or by the parties regarding such subject matters.
- 17 **Assignment.** Ellevation may not assign this Agreement without Customer's prior written consent, not to be unreasonably withheld; provided, however, that no consent shall be required for the assignment of this Agreement to the acquirer of all or substantially all of Ellevation's assets, provided that such successor agrees to be bound by all of the terms and conditions hereof.
- 18 **Force Majeure.** Except for Customer's obligation to make payments hereunder, neither party shall be liable for delay or default under this Agreement if caused by conditions beyond its reasonable control, whether or not foreseeable (e.g., technology malfunctions, outages of Internet Service; outages in third party hosted services), or any other Force

Majeure events. “**Force Majeure**” means an armed conflict, flood, epidemic, pandemic, labor strike or shortage, governmental decree or regulation, court order, severe weather, fire, earthquake, act of terrorism, failure of suppliers, or unavailability of communications transport facilities.

- 19 **Miscellaneous.** This Agreement shall be governed by the laws of the state where Customer is located without regard to the conflict of law provisions of such state. If a court of competent jurisdiction finds any provision of this Agreement to be illegal or unenforceable, the parties intend that the court shall modify such provision to make such provision and this Agreement valid and enforceable. The provisions of this Agreement are severable, and any illegal or unenforceable provision, or any modification by any court, shall not affect the remainder of this Agreement, which shall continue at all times to be valid and enforceable. This Agreement can only be modified by a writing signed by both parties. The failure of the parties to insist upon or enforce strict performance of any provision of this Agreement or to exercise any right or remedy thereunder will not be construed as a waiver by such party to assert or rely upon any such provision, right, or remedy in that or any other instance. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages electronically by the parties will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes.

ELLEVATION INC.

By (Signature): _____

Name (Print): _____

Title: _____

Date: _____

LAKESIDE UNION, CA [Kern]

By (Signature): _____

Name (Print): _____

Title: _____

Date: _____

CLAIM AGAINST PUBLIC ENTITY

**PRESENTED TO: GOVERNING BOARD OF THE LAKESIDE UNION
ELEMENTARY SCHOOL DISTRICT**

California School Employees Association (CSEA) makes this claim for holiday pay owed to its members employed by the Lakeside Union Elementary School District ("District") for the Juneteenth holiday that fell on June 18, 2021, and for any future Juneteenth holiday denied by the District.

1. Name(s) of Claimants: California School Employees Association (hereafter "CSEA"), which brings this claim in its representative capacity as the exclusive employee representative of the classified employees of the Lakeside Union Elementary School District who are members of CSEA.

2. Address(es) of Claimants:

California School Employees Association
2045 Lundy Ave.
San Jose, CA 95131
Email: JuneteenthLitigation@csea.com

3. Address which you desire notices and communications sent regarding this claim:

David L. Barber
Legal Department
California School Employees Association
2045 Lundy Ave.
San Jose, CA 95131
Email: JuneteenthLitigation@csea.com
Phone: (800) 632-2128

(However, the District may send communications regarding any offer of settlement or compromise to the CSEA labor relations representative [LRR] with whom the District normally does business.)

4. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim:

On June 17, 2021, President Joe Biden signed the Juneteenth National Independence Day Act (S. 475), which had passed the Senate on June 15 and the House on June 16. That act

1 created an annual Juneteenth holiday on June 19. In addition, on June 18, 2021, President
2 issued "A Proclamation on Juneteenth Day of Observance" further solemnifying the holiday.
3 Because June 19 fell on a Saturday in 2021, this year the holiday occurred on June 18. The
4 President's act of signing the holiday into law, along with his signing speech and subsequent
5 separate proclamation, demonstrate that the President's intent was to designate a national
6 holiday.

7 Education Code sections 45203 and 88203 provide a paid holiday for classified K-12
8 and community-college employees, respectively, for "every day appointed by the President, or
9 the Governor of this state ... for a public fast, thanksgiving or holiday." They are entitled to the
10 holiday if they are in paid status on the day before or after the holiday, so in this case either June
11 17 or 21, 2021.

12 Since the Juneteenth holiday was "appointed by the President" for a holiday, by statute it
13 was and is a paid holiday for your classified employees.¹ CSEA is aware that some attorneys
14 and districts have opined that the Juneteenth holiday was not "appointed by the President"
15 because Congress passed the Act creating the holiday. But this position is illogical: President
16 Biden performed the final act creating the holiday, and in fact he chose to do so in time for the
17 holiday to be officially created in 2021, rather than waiting until after June 19, 2021 to sign the
18 bill or to choose to veto it. To argue that in writing sections 45203 and 88203 the California
19 Legislature intended to address only actions performed by the President in the absence of
20 Congressional action, rather than actions which, as here, exercised Presidential authority
21 alongside of Congress's actions, is to misunderstand the President's role in our system of
22 government.

23 Yet District classified employees did not receive a paid holiday on June 18, 2021. Nor
24 have they received the day and a half of pay or compensating time off (in addition to the regular
25

26 ¹ This analysis is supported by a Legal Update published by School & College Legal
27 Services of California, which applied the governing legal precedent on the Education Code
28 sections here, *California School Employees Association v. Governing Bd. of the Marin
Community College District* (1994) 8 Cal.4th 333. See "Juneteenth becomes the 12th Federal
Holiday – Implications for CCDs," School & College Legal Services of California, June 23,
2021.

1 pay received for the holiday) that is owed to employees who are required to work on paid
2 holidays pursuant to sections 45203 and 88203.

3 More than 100 other public K-12 and community college districts in California have
4 recognized the Juneteenth holiday and appropriately given time off or compensation to their
5 classified employees. Other districts have entered into settlement agreements with CSEA that
6 resolve the issue. However, the District has refused to recognize that under Education Code
7 sections 45203 and 88203, Juneteenth is a paid holiday for classified employees.

8 Therefore, each classified employee who was required to work on June 18, 2021, and
9 was in paid status on either June 17 or June 21, 2021, is owed a day and a half of pay.

10 **5. A general description of the indebtedness, obligation, injury, damage or loss**
11 **incurred so far as it is known at the time of presentation of the claim:**

12 As explained above, each classified employee who was required to work on June 18,
13 2021, and was in paid status on either June 17 or June 21, 2021, is owed a day and a half of pay.
14 This claim is made on behalf of all such classified employees of the District who are members
15 of CSEA. CSEA estimates the total liability of the District to be approximately \$ 4,800.00.
16 This estimate is based on our estimate of the number of CSEA members who were entitled to
17 the Juneteenth holiday in 2021 and our estimate of a day and a half of wages for those members,
18 so it is necessarily inexact. The true liability can be determined from information held and
19 known by the District, namely which CSEA members were in paid status the day before or after
20 the holiday and were required to work on the holiday, and what each such employee was paid
21 for the day's work on the holiday.

22 **6. The name or names of the public employee or employees causing the injury**
23 **damage or loss:**

24 To CSEA's best knowledge, the District's failure to give a paid holiday on June 18,
25 2021, and its subsequent refusal to grant compensatory time off or payment as required by
26 statute, is a policy of the District and therefore ultimately the responsibility of the District's
27 governing board, implemented by its administration.

28 **7. Nature of the case:** Whether or not the amount claimed exceeds \$10,000, CSEA

1 will also seek injunctive relief to compel the District to observe Juneteenth as a legal holiday for
2 classified employees in the future, and therefore this would be considered an unlimited civil
3 case.

4
5 Dated: November 9, 2021

A handwritten signature in dark ink, appearing to read "Andrew J. Kahn", written over a horizontal line.

6 Andrew J. Kahn
7 David L. Barber
8 *Attorneys for CSEA*

1
2 **PROOF OF SERVICE**
3 **STATE OF CALIFORNIA**
4 **COUNTY OF SANTA CLARA**

5 **CSEA CLAIM AGAINST Lakeside Union Elementary School District**

6 I am a resident of the County of Santa Clara. I am over the age of eighteen years and not a party
7 to the within entitled action. My business address is:

8 California School Employees Association
9 2045 Lundy Ave.
10 San Jose, CA 95131

11 On November 9, 2021, I served the within **Claim Against Public Entity** on the interested
12 parties in said action by placing a true copy thereof enclosed in a sealed envelope with postage
13 thereon fully prepaid, in the United States mail at San Jose, California, to the address as follows:

14 **GOVERNING BOARD OF THE:**

15 **Lakeside Union Elementary School District**
16 **14535 Old River Rd.**
17 **Bakersfield, CA 93311**

18 I declare under penalty of perjury that the foregoing is true and correct. Executed on November
19 9, 2021, at San Jose, California.

20
21
22
23
24
25
26
27
28

JUSTINE WERO

1 ANDREW J. KAHN
State Bar No. 129776
2 DAVID L. BARBER
State Bar No. 294450
3 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
2045 Lundy Avenue
4 San Jose, California 95131
Email: dbarber@csea.com
5 Telephone: (408) 473-1000
Facsimile: (408) 954-0948
6
7 Attorneys for Claimants
8
9

10 CALIFORNIA SCHOOL EMPLOYEES)
ASSOCIATION,)

11 Claimant,)
12)

13 v.)

14 Lakeside Union Elementary School)
District, ET AL.,)

15 Respondents.)
16)
17)

**OFFER OF SETTLEMENT
PURSUANT TO GOV. CODE
SECTION 3543.8**

18 TO RESPONDENTS AND THEIR COUNSEL:

19 PLEASE TAKE NOTICE that Claimant hereby formally offers to Lakeside
20 Union Elementary School District ("District") pursuant to Government Code section
21 3543.8²⁰⁵ to settle its claims over the Juneteenth holiday as follows:

22
23 ²⁰⁵ This section provides: "(a) Any employee organization shall have standing to sue in
any action or proceeding heretofore or hereafter instituted by it as representative and on behalf
of one or more of its members.

24 (b) (1) At any time not less than 10 days before commencement of a hearing to resolve a
25 dispute alleging that the employer failed to provide wages, benefits, or working conditions
required by state law, an employee organization may serve an offer in writing upon the
26 employer to settle the dispute for a specified amount or other consideration such as a change in
employer policy. The written offer shall include a statement of the offer amount or other
27 consideration, the terms and conditions by which that amount or other consideration shall be
tendered to the employee, and a provision that allows the employer to indicate acceptance of the
offer by signing a statement that the offer is accepted. An acceptance of the offer, whether made
28 on the document containing the offer or on a separate document of acceptance, shall be in
writing and shall be signed by counsel for the employer, or, if not represented by counsel, by the

1 (1) The District shall treat Juneteenth as a regular holiday in 2022 and going forward.

2 For those CSEA members employed by the District who were required to work
3 on June 18, 2021, and who were in paid status during any portion of the working
4 days immediately preceding or succeeding June 18, 2021, in lieu of the time-and-
5 a-half remedy in the Education Code for working employees on a paid holiday,
6 the District will instead provide only one day's pay or one day's compensatory
7 time off to all such employees.

8 (2) Claimants waive their claims to interest on such holiday pay.²⁰⁶

9 (3) Each party shall bear its own costs and fees in this dispute, hence Claimants
10 waive claims against the District under C.C.P. 1021.5 for legal fees to date for
11 pursuing an administrative claim as in *Best v. Cal. Appr. Council* (1987) 193 Cal.
12 App. 3d 1448, 1453 and other cases.²⁰⁷

13 employer.

14 (2) If the offer is accepted, receipt of the specified amount or other consideration shall
15 constitute a full satisfaction of the claim.

16 (3) If the offer is not accepted before the hearing or within 30 days after it is made,
17 whichever occurs first, it shall be deemed withdrawn and cannot be given in evidence in the
18 action.

19 (4) For purposes of this subdivision, a hearing shall be deemed to be actually
20 commenced at the beginning of the oral argument or opening statement of the plaintiff or
21 counsel, or, if there is no opening statement, at the time of the administering of the oath or
22 affirmation to the first witness, or the introduction of any evidence.

23 (5) (A) If an offer made by an employee organization is not accepted and the employer
24 fails to obtain a more favorable judgment or award from the action or proceeding, the employer
25 shall pay the reasonable postoffer attorney's fees and expenses of the employee organization.

26 (B) Subparagraph (A) shall not apply if the adjudicator to the action or proceeding finds
27 that the employer has raised substantial and credible issues involving complex or significant
28 questions of law or fact relative to the employee's claim or claims.

(6) This subdivision does not apply to unfair practice or arbitration proceedings under
this chapter."

²⁰⁶ See Cal. Civil Code section 3287 (right to prejudgment interest); Cal. Const. Art. XV
section 1 (setting rate of 7%).

²⁰⁷ CSEA believes that when it prevails on the merits of the Ed Code issue, it is very
likely to be entitled to fees under CCP 1021.5 (the private attorney fee statute) as its suit will
have "resulted in the enforcement of an important right affecting the public interest if: (a) a
significant benefit, whether pecuniary or nonpecuniary, has been conferred on the general public
or a large class of persons, (b) the necessity and financial burden of private enforcement, ***
are such as to make the award appropriate, and (c) such fees should not in the interest of justice
be paid out of the recovery, if any." The suit will enforce the rights of thousands of members,
but CSEA will have no basis upon which to collect its fees from its members, who may simply
receive more time off not extra pay. Fee awards at market rates for civil litigators have
repeatedly been made under 1021.5 to unions and similar organizations for enforcing the rights
of their members, including *Retired Oakland Police Officers of Oakland v. Oakland* (2019) 29

(4) Upon receipt of Respondents' acceptance of this offer, Claimants shall discourage any employees of Respondents from pursuing any additional recovery for Juneteenth in 2021.

PLEASE FURTHER TAKE NOTICE that this offer expires in 30 days.

PLEASE FURTHER TAKE NOTICE that should you fail to accept this offer and then not do better by proceeding to litigate further in this case, Gov. Code section 3543.8 provides that you may be held liable for Claimants' attorneys' fees and litigation expenses after this offer. Claimants will seek fees at market rates for civil litigators.²⁰⁸

PLEASE FURTHER TAKE NOTICE that Gov. Code section 3543.8 and Evidence Code section 1154 prohibit either party from citing this offer except on a motion by Claimants to recover fees and expenses pursuant to section 3543.8.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION

Dated: November 9, 2021

By: 

Andrew J. Kahn
David Barber
Attorneys for Claimants

ACCEPTANCE OF OFFER

Respondents hereby accept Claimants' offer to resolve their claims.

For Respondents Lakeside Union Elementary
School District

Date: _____

CA5th 688; *Monterey/Santa Cruz etc. Trades Council v. Cypress Marina Heights LP* (2011) 191 Cal.App.4th 1500, 1523; *Plumbers & Steamfitters v. Duncan* (2007) 157 CA4th 1083, 1093-99; *L.A. Police Protective League v. City of L.A.* (1986) 188 CA3d 1; *People ex rel. Seal Beach Police Officers Assn. v. City of Seal Beach* (1984) 36 Cal.3d 591, 594-595, 602; *Baggett v. Gates* (1982) 32 Cal.3d 128, 131, 142-143.
²⁰⁸ See *ILWU v LAXT* (1999) 69 CA4th 287 (awarding fees to union counsel at market rates even though union paid less than market); *Trico Pipes v. Big Bears Constr.* (2013) S.F. Sup. Ct. No. CGC 11 50976 (awarding fees to Mr. Kahn at \$595/hr); *Zoom Elec. v. IBEW* (N.D. Cal. 2013) Case No C11-1699 CW (awarding fees at \$675/hr to union counsel).

TENTATIVE AGREEMENT

BETWEEN THE

LAKESIDE UNION SCHOOL DISTRICT

AND THE

LAKESIDE/SUBURU TEACHERS
ASSOCIATION, CTA/NEA

JULY 1, 2020 – JUNE 30, 2023

(November 10, 2021)

This Agreement ("Agreement") is entered into by and between the Lakeside Union School District ("District") and the Lakeside/Suburu Teachers Association/CTA/NEA ("Association") and is dated November 10, 2021 for purposes of reference only.

As a result of negotiations, the District and the Association have agreed to a Tentative Agreement as set forth below.

ARTICLE II SALARY

A. The ~~2021-2022~~ ~~2017-2018~~ Certificated Salary Schedules are attached as Appendices A through E and shall remain in effect for the ~~2021-2022~~ ~~2018-2019~~ and ~~2019-2020~~ school years. **[The Parties agreed to a 2% on schedule increase and a one-time 2% off-schedule base salary bonus based on the 2021-2022 Certificated Salary Schedule.]**

1. Notice of intent to qualify for column movement shall be filed with the District by May 15 of each year. All work must be completed and verified by the following October 1.
2. Except for pass-fail courses, courses shall not be eligible for salary credit unless earned with a grade of "C" or higher.
3. Each bargaining unit member shall be responsible for:
 - a. Obtaining prior approval of course work from the District.
 - b. Verifying completion of all course work by submitting transcripts or grade reports.
 - c. Filing a request for change in salary classification by September 1.
4. Step and column advancement are additional financial liabilities to the District budget and shall be acknowledged as a part of any salary adjustment.

B – C: No Changes.

D. For the term of this Agreement, the District shall compensate bargaining unit members the following annual stipends for the extra-duty positions listed below:

Positions

ASB Advisor	\$1,000
-------------	---------

Athletic Director	\$4,500 (Lakeside)
AVID Coordinator	\$1,500
Battle of the Books Coordinator	\$1,000
Teacher Induction Program	\$1,250 (limit 2 beginning teachers unless mutually agreed)
Camp KEEP (4 teachers)	\$ 750
Coach	\$1,000 per season/sport
Combo Teacher (Grades 1-5)	\$2,000
District Tech Coordinator	\$1,500
History Day Coordinator	\$ 750
Homework Club	\$ 750
Intern Coach	\$1,250 (per intern/prorated for partial assignment)
After School Intervention Program	\$1,500
Leadership Committee Member	\$ 500
Lunch Time Games/Intramurals	\$1,000 per year
Math Field Day	\$ 750
Music Teacher	\$4,500
Oral Language Directors	\$ 750 at each school site
Project Alert Coordinator	\$ 800
Science Fair Coordinators	\$ 750 at each school site
Spelling Bee Coordinator	\$ 750
SST Coordinator	\$1,500
Tobacco Use Prevention Coordinator	\$ 800
Extra Duty Hourly Rate	Step 1, Column V (for Appendices A and B)
Extra Duty Hourly Rate	Step 1 (for Appendices C and D)

Extra duty will be paid only for work performed by bargaining unit members outside of their contractual workday and approved or directed by the District in advance of the assignment. **The extra duty hourly rate is \$40.**

All certificated stipends will be negotiated and included in this Agreement prior to posting and paying certificated employees.

Extra duty and summer school positions will be limited to two-year terms for incumbents. At the completion of a two-year term, incumbents may reapply for their current extra duty or summer school position but newly qualified/credentialed applicants will have the first right of refusal to the extra duty or summer school positions over incumbents. Prior and recent experience will be considered in selection of applicants.

Summer school positions will be posted. Current District teachers will have priority over non-unit members for summer school positions. Seniority will be granted for summer school positions by Primary (K-3), Intermediate (4-6), and Middle School (7-8). In addition to District seniority, the selection criteria will include appropriate credential and recency of teaching experience in the grade level or subject area to be taught in

summer school. Summer school teachers will be paid for two and one-half hours of preparation time for the summer school session at the current extra-duty rate of pay.

Mileage

E. Certificated employees who are required to travel between the schools or to other approved locations to complete their assigned duties (e.g. home visits), must request to use a District vehicle through the Superintendent prior to using his/her own vehicle. If the District vehicle is not available, the unit member will be reimbursed at the Board approved mileage rate for all properly documented mileage.

Career Longevity Pay

F. To be eligible for longevity, unit members must be on the last column of the applicable salary schedule. Bargaining unit members will receive additional compensation in recognition of career longevity with the District as follows:

- \$2,750 annually beginning with the twenty-first (21st) year of service to the District;
- An additional \$2,750 annually beginning with the twenty-sixth (26th) year of service to the District for a total of \$5,550; and,
- An additional \$2,750 annually beginning with the thirty-first (31st) year of service to the District for a total of \$8,250.

All Career Longevity Pay is to be paid annually in equal payments over the course of the work year. The amounts above reflect the total annual amount to be paid to bargaining unit members for Career Longevity pay.

ARTICLE III

HEALTH AND WELFARE BENEFITS

A. The District "cap" on health and welfare premiums of \$~~18,634.56~~ ~~16,558.56~~ will be the maximum District contribution for the ~~2017-2018 and 2018-2019~~ **2021-2022** benefit plan years. ~~The District's annual cap will increase to \$17,302.56 for the 2019-2020 benefit plan year.~~

1. The medical insurance plans offered shall be the SISC Prudent Buyer PBC-100D (\$20) co-pay plan with a \$9-\$35 prescription benefit, SISC Prudent Buyer PBC-90C with a \$7-\$25 prescription, and SISC Prudent Buyer PBC-80E with a \$9-\$35 prescription benefit. Any premiums in excess of the District "cap" delineated in paragraph A above shall be the responsibility of the individual insured employee.

2. The SISC Delta Dental program shall be provided to unit members and eligible dependents. The Delta Dental Preferred Option **and Anthem Dental (DHN 4000; Ortho 2000)** will be made available to unit members.

3. The SISC VSP Vision program Plan C, \$10 deductible, shall be provided to unit members and eligible dependents.

4. The District shall contribute \$6.18 per month for a term life insurance plan provided by Mutual of Omaha.

B. No in-lieu payments or contributions to programs other than those which the Employer provides above shall be paid by the Employer for any bargaining unit members who elect not to subscribe to the benefits provided by this Article.

C. The Association recognizes that health and welfare premiums are an integral part of any salary package agreed to by the parties. The District's monthly premium contribution for the Health and Welfare benefit plan specified in this Article shall continue in effect, unchanged, unless modified in the negotiation of a successor Agreement. The health and welfare plan will be modified only through mutual agreement of the parties.

D. The District agrees to provide medical/hospitalization insurance (SISC - Blue Cross) for any unit member, employed by the District on or before June 30, 2009, who retires from the District under the provisions of the California State Teachers' Retirement System provided the unit member has attained age 55, but is not older than 65, and has completed 15 years of full-time service (ten or more months of service per school year) to the District. The Plan shall be the same as that provided for current active employees.

The District agrees to continue the benefit until the retiree attains age 65 and/or becomes eligible for Medicare. The program shall terminate should the retiree return to regular school employment or upon the retiree's qualification for Medi-Cal or other medical reimbursement plan. The plan shall be the same as that provided for current active employees.

ARTICLE XV DURATION

This Agreement shall be in full force and effect from July 1, **2020 2017**, through June 30, **2023 2020**. This Agreement shall remain effective during extended negotiations. **For the 2021-2022 school year, the parties are not limited to the number of articles that may be reopened.** For the **2022-2023 2018-2019 and 2019-2020** school years, the parties agree to reopen negotiations on Article II, Salary, Article III, Health and Welfare Benefits, and up to two additional articles for each party.

OTHER MATTERS

1. The Parties agree to cooperate in preparing a final agreement that will contain the agreements set forth in this Tentative Agreement. The Parties acknowledge and agree that there may be certain language clean-up of a non-substantive nature that will be corrected in the final agreement. The Parties must mutually agree to any clean-up requests or the change shall not be made.

2. All other terms and conditions of the 2020-2023 Collective Bargaining Agreement shall remain unchanged.

3. Scope of Retroactivity:

- a. The 2% on-schedule increase is retroactive to July 1, 2021;
- b. The Career Longevity Pay is retroactive to July 1, 2021.
- c. The increase to the Extra Duty Hourly Rate is not retroactive.

4. This Tentative Agreement is entered into pursuant to the provisions of Sections 3540-3549 of the California Government Code.

This Tentative Agreement is subject to ratification by the Lakeside/Suburu Teachers Association membership and approval by the Lakeside Union School District Board of Trustees.

RECOMMENDED FOR RATIFICATION

LAKESIDE UNION SCHOOL DISTRICT

LAKESIDE/SUBURU
TEACHERS ASSOCIATION

November 10, 2021


November 10, 2021

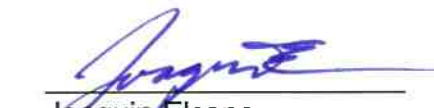

Ty Bryson
Superintendent



Joseph Andreotti
President


Mike McGrath
Asst. Supt./Principal


Julie Galland
Bargaining Team Member


Valerie Hudson
Principal


Joaquin Elcano
Director of Support Services


Laura Moore
Bargaining Team Member


Michele Whitestone
Bargaining Team Member

Lakeside Union School District
 Certificated Salary Schedule - A
 183 Work Days/7.5 Hours Per Day
 2021-2022

Salary Schedule Effective 7/1/2021

Appendix "A "

Board Approved TBD

	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22
		ANNUAL		ANNUAL		ANNUAL		ANNUAL		ANNUAL		ANNUAL		ANNUAL
		2.0%		2.0%		2.0%		2.0%		2.0%		2.0%		2.0%
	I	I	II	II	III	III	IV	IV	V	V	VI	VI	VII	VII
	BA/BS	BA/BS	12	12	24	24	36	36	48	48	60	60	72	72
1	47509	48459	47509	48459	48361	49328	49209	50193	51561	52592	53914	54992	56269	57394
2	47509	48459	49192	50176	50040	51041	50888	51906	53241	54306	55592	56704	57946	59105
3			50872	51889	51723	52757	52571	53622	53740	54815	57271	58416	59625	60818
4			52549	53600	53399	54467	54251	55336	56600	57732	58950	60129	61302	62528
5					55080	56182	55933	57052	58284	59450	60630	61843	62982	64242
6					56760	57895	57609	58761	59961	61160	62308	63554	64660	65953
7					58437	59606	59290	60476	61722	62956	63985	65265	66336	67663
8							60972	62191	63321	64587	65665	66978	67659	69012
9							62652	63905	65001	66301	67343	68690	69694	71088
10							64331	65618	66681	68015	69023	70403	71374	72801
11							66015	67335	68362	69729	70699	72113	73050	74511
12							67697	69051	70041	71442	72384	73832	74730	76225
13							69377	70765	71720	73154	73902	75380	76587	78119
14									73398	74866	75740	77255	78088	79650
15									75075	76577	77421	78969	79767	81362
16									76757	78292	79105	80687	81446	83075
17													83076	84738

Master's Degree – Add \$1000

- Employees new to the district will be given up to ten (10) years credit for previous experience plus units earned beyond BA/BS.
- Units must be approved by the superintendent before May 15th and prior to enrolling in the class and must relate to the teaching assignment or represent work toward a new credential.
- Semester units earned during the summer may be counted toward a salary increment on the new contract provided they are completed and turned in by October 1 of that school year.
- Junior college units to the limit of four (4) units of any twelve (12) unit step may be approved for salary increments if the units are taken within an applicable subject field.
- Units must be taken from an accredited college or university.
- No more than 12 semester units will be accepted in a contract period. A grade card or transcript must be turned in for recording purposes.
- To be eligible for longevity, unit members must be on the last column of the applicable salary schedule. Bargaining unit members will receive additional compensation in recognition of career longevity with the District as follows:
 - *\$2,750 annually beginning with twenty-first (21st) year of service to the District;
 - *An additional \$2,750 annually beginning with the twenty-sixth (26th) year of service to the District for a total of \$5,550; and
 - *An additional \$2,750 annually beginning with the thirty-first (31st) year of service to the District for a total of \$8,250.

All Career Longevity Pay is to be paid annually in equal payments over the course of the work year. The amounts above reflect the total amount to be paid to bargaining unit members for Career Longevity pay.

Note: 2% increase

Lakeside Union School District
 Certificated Salary Schedule - B
 190 Work Days/8 Hours Per Day
 2021-2022

Salary Schedule Effective 7/1/2021

Appendix "B"

Board Approved TBD

	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22
		ANNUAL		ANNUAL		ANNUAL		ANNUAL		ANNUAL		ANNUAL		ANNUAL
		2.0%		2.0%		2.0%		2.0%		2.0%		2.0%		2.0%
	I	I	II	II	III	III	IV	IV	V	V	VI	VI	VII	VII
	BA/BS	BA/BS	12	12	24	24	36	36	48	48	60	60	72	72
1	53210	54274	53210	54274	54164	55247	55114	56216	57748	58903	60384	61592	63021	64281
2	53210	54274	55095	56197	56045	57166	50888	51906	59630	60823	62263	63508	64900	66198
3			56977	58117	57930	59089	58880	60058	60189	61393	64144	65427	66780	68116
4			58855	60032	59807	61003	60761	61976	63392	64660	66024	67344	68658	70031
5					61690	62924	62645	63898	65278	66584	67906	69264	70540	71951
6					63571	64842	64522	65812	67156	68499	69785	71181	72419	73867
7					65449	66758	66405	67733	69129	70512	71663	73096	74296	75782
8							68289	69655	70920	72338	73545	75016	75778	77294
9							70170	71573	72801	74257	75424	76932	78057	79618
10							72051	73492	74683	76177	77306	78852	79939	81538
11							73938	75417	76565	78096	79183	80767	81816	83452
12							75821	77337	78446	80015	81070	82691	83698	85372
13							77702	79256	80326	81933	82770	84425	85777	87493
14									82206	83850	84829	86526	87459	89208
15									84084	85766	86712	88446	89339	91126
16									85968	87687	88598	90370	91220	93044
17													93045	94906

Master's Degree – Add \$1000

- Employees new to the district will be given up to ten (10) years credit for previous experience plus units earned beyond BA/BS.
 - Units must be approved by the superintendent before May 15th and prior to enrolling in the class and must relate to the teaching assignment or represent work toward a new credential.
 - Semester units earned during the summer may be counted toward a salary increment on the new contract provided they are completed and turned in by October 1 of that school year.
 - Junior college units to the limit of four (4) units of any twelve (12) unit step may be approved for salary increments if the units are taken within an applicable subject field.
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 - No more than 12 semester units will be accepted in a contract period. A grade card or transcript must be turned in for recording purposes.
 - To be eligible for longevity, unit members must be on the last column of the applicable salary schedule. Bargaining unit members will receive additional compensation in recognition of career longevity with the District as follows:
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 - *An additional \$2,750 annually beginning with the twenty-sixth (26th) year of service to the District for a total of \$5,550; and
 - *An additional \$2,750 annually beginning with the thirty-first (31st) year of service to the District for a total of \$8,250.
- All Career Longevity Pay is to be paid annually in equal payments over the course of the work year. The amounts above reflect the total amount to be paid to bargaining unit members for Career Longevity pay.

Note: 2% increase

**LAKESIDE SCHOOL DISTRICT
SPEECH PATHOLOGIST SALARY SCHEDULE
2021-2022
APPENDIX "C"**

Step	Salary
1	74,197
2	75,883
3	77,570
4	79,256
5	81,725
6	83,469
7	86,002
8	88,530
9	91,061
10	91,869
11	92,677
12	93,484
13	94,295
14	95,103

Master's Degree – Add \$1000

2% Increase
Effective 7/1/2021

Board Approved TBD

**LAKESIDE UNION SCHOOL DISTRICT
PSYCHOLOGIST SALARY SCHEDULE**

2021-2022

Salary Schedule Effective 7/1/2021

Appendix "D"

Board Approved TBD

Years	Amount
1	83,735
2	85,410
3	87,118
4	88,860
5	90,637
6	92,450
7	94,299
8	96,185
9	98,109
10	100,071

Master's - Add \$1000

2% Increase
Effective 7/1/2021

LAKESIDE SCHOOL DISTRICT
District Nurse Salary Schedule
2021-2022
200 Work Days – 8hr/day

APPENDIX “E”

Step 1	\$73,440.00
Step 2	\$74,541.60
Step 3	\$75,659.72
Step 4	\$76,794.62
Step 5	\$77,946.54
Step 6	\$79,115.74
Step 7	\$80,302.47
Step 8	\$81,908.51

Board Approved TBD

2% Increase

Salary Schedule Effective 7/1/2021