

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT GOVERNING BOARD**

**Tuesday, March 12, 2024**

**AHS Library**

**1720 M Street, Arcata CA 95521**

Our meetings are livestreamed on our YouTube Channel at:

<https://www.youtube.com/channel/UCD7BXvxjbsixqD1TROBDkSA>

The recordings shall be made available for at least 30 days via YouTube for review. You can submit public comment to [boardcomment@nohum.org](mailto:boardcomment@nohum.org) prior to 5 pm if you will not be attending in person.

**Land Acknowledgement:**

Northern Humboldt Union High School District acknowledges that the land on which our schools sit is Wiyot ancestral land, and Humboldt is the unceded territory and traditional ancestral homeland of the Indigenous nations: Hupa, Karuk, Mattole, Tolowa, Wailaki, Wiyot, Yurok, and other original inhabitants of Humboldt County. We respect and share our gratitude to Indigenous communities who have and continue to care for the land, as elders have instructed the young through generations. We commit to deepening our relationships with Tribal nations and communities through our work as a District.

**AGENDA**

**5:00 pm**

**1.0 OPEN SESSION**

**2.0 PUBLIC COMMENTS**

**Agenda Items**

Individuals will have an opportunity to speak on items on the Closed Session agenda before Board adjourns. Individual speakers shall be allowed three minutes to address the Board on each agenda item. Please state your name and address at the lectern. The Board shall limit the total time for public input on each item to twenty minutes.

**3.0 ADJOURNMENT TO CLOSED SESSION**

**ADJOURNMENT TO CLOSED SESSION DURING THIS MEETING TO CONSIDER AND/OR TAKE ACTION UPON ANY OF THE FOLLOWING CONSENT ITEMS:**

3.1 With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

[X] *LIABILITY CLAIMS – Keenan Claim No. 624777*

3.2 With respect to every item of business to be discussed in closed session pursuant to Section 54957:

[X] *PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE*

Resolution 6/2023-24; Resolution 7/2023-24; Resolution 8/2023-24

3.3 With respect to every item of business discussed in closed session pursuant to Education Code Section 48918(c):

[X] *CONSIDERATION OF STUDENT EXPULSION*

A. Review terms of Stipulation Expulsion Agreement for Student #2/2023-24

**4.0 RECONVENE TO OPEN SESSION**

4.1 Announcement of action taken in Closed Session

**REGULAR MEETING**  
**6:00 pm**

**1.0 OPEN SESSION**

- 1.1 Call to Order
- 1.2 Flag Salute
- 1.3 Roll Call
- 1.4 Land Acknowledgment

**2.0 RECOGNITIONS/AWARDS/ANNOUNCEMENTS**

- 2.1 County Classified Employee Recognition:
  - 2.1.1 Amy Black – Transportation Services

**3.0 PUBLIC COMMENTS**

3.1 **District Employees**

Individuals speaking on matters not listed on the agenda are asked to step forward to the lectern and state clearly their name. In accordance with the Brown Act, the Board will not take any action nor will it discuss any item not appearing on the posted agenda for that meeting. Individual speakers shall be allowed three minutes to address the Board on each non-agenda item.

3.2 **Non-Agenda Items**

Members of the public may comment on non-agenda matters. In accordance with the Brown Act, the Board will not take any action nor will it discuss any item not appearing on the posted agenda for that meeting. Please state your name at the lectern. Individual speakers shall be allowed three minutes to address the Board on each non-agenda item. The Board shall limit the total time for public input on each item to twenty minutes.

3.3 **Agenda Items**

Individuals will have an opportunity to speak on items on the agenda before Board discussion on that item. Individual speakers shall be allowed three minutes to address the Board on each agenda item. Please state your name at the lectern. Individual speakers shall be allowed three minutes to address the Board. The Board shall limit the total time for public input on each item to twenty minutes. The Board has the discretion at the close of public comments to refer any remarks to the superintendent for study, investigation, and/or report.

**4.0 CONSENT AGENDA**

**Notice to the Public**

All matters listed under this category are considered to be routine by the Governing Board and will be enacted by one motion on a roll call vote. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Agenda and considered separately.

- 4.1 Approval of Minutes of February 13, 2024, Regular Board Meeting
- 4.2 Approval of Warrants
- 4.3 Approval of ASB Warrants
- 4.4 Approval of Changes in Certificated and Classified Personnel
- 4.5 Receive and file Site Principal Reports
- 4.6 Receive and file Student Board Representative Reports
- 4.7 Receive and file Monthly Financial Activity Report

**5.0 STUDENT LEARNING/ACHIEVEMENT**

**6.0 HUMAN RESOURCES/COLLECTIVE BARGAINING**

- 6.1 Recommend approval of Resolution 4/2023-24, Reduction or Discontinuance of Certain Particular Kinds of Services for the 2024-25 School Year
- 6.2 Recommend approval of Resolution 5/2023-24, Elimination of Certain Positions in the Permanent Classified Service and Directing Notification of Classified Employees
- 6.3 Recommend approval of new job description and salary placement for Director of Educational Services

**7.0 FINANCE/FACILITIES**

- 7.1 Recommend Rejection of Claim No. 624777
- 7.2 Recommend approval of the Second Interim Period Report

**8.0 POLICY/JUDICIAL REVIEW**

**9.0 COMMUNITY LEADERSHIP/ENGAGEMENT**

- 9.1 Recommend approval of the 2023-24 Comprehensive School Safety Plans for Arcata and McKinleyville High School campuses
- 9.2 Recommend approval of the 2023-24 Home-to School Transportation Service Plan
- 9.3 LCAP Steering Update

**10.0 COMMENTS FROM ADMINISTRATIVE TEAM**

**11.0 GOVERNANCE TEAM ISSUES/REFLECTION/PLANNING**

- 11.1 Recommend Board member to serve on the District School Wellness Committee
- 11.2 UDL Book Club Discussion
- 11.3 Reflection on Current Meeting
- 11.4 Closing Comments
- 11.5 Next Meeting- April 9, 2024

**12.0 ADJOURNMENT**

NOTICE: All meetings are being videotaped. Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the District Office. Please call Tammy Pires, Superintendent's Secretary, at (707) 839-6481 or email [tpires@nohum.k12.ca.us](mailto:tpires@nohum.k12.ca.us) if you have any questions.

In compliance with Government Code section 54954.2(a) Northern Humboldt Union High School District will, on request make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact, Tammy Pires, Superintendent's Secretary at (707) 839-6481 or email [tpires@nohum.k12.ca.us](mailto:tpires@nohum.k12.ca.us)

# NHUHSD BOARD OF TRUSTEES

## OUR VISION

*The Vision of the Northern Humboldt Union High School District is:*

Developing caring, engaged and adaptable individuals who embrace opportunities and are empowered to meet challenges in their future.

## OUR MISSION

*The Mission of the Northern Humboldt Union High School District is to provide the highest quality, comprehensive education in a safe, supportive environment, by:*

- Promoting a culture of academic excellence, innovation and creativity
- Ensuring an outstanding, passionate staff committed to student achievement
- Encouraging acceptance of and appreciation for diversity
- Offering a wide range of curricular and extracurricular activities for all students.

## NORMS/MEETING GUIDELINES

- We will keep our focus on the best interest of **all** of our students.
- We will keep our remarks **brief and to the point** and encourage others to express their opinions.
- Everyone's opinions count; we will be open to the ideas of others.
- We will listen openly without preparing responses.
- We will build upon the ideas of others and look for common ground.
- We will respect differences, show respect and never dismiss or devalue others.
- We will communicate openly and honestly with each other.
- We will work toward the future – learning from the past.

## REGULAR MEETING DATES

Arcata High School Library – 6 pm

May 8, 2024 (meeting date moved up)

June 18, 2024

June 20, 2024 – 1 pm

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## MINUTES

**5:30 pm**

### 1.0 OPEN SESSION

### 2.0 PUBLIC COMMENTS

#### Agenda Items

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3.1 With respect to every item of business to be discussed in closed session pursuant to Section 54957:

[X] *PUBLIC EMPLOYEE PERFORMANCE EVALUATION* – Superintendent

3.2 With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

[X] *LIABILITY CLAIM* – Claimant: Linden Glavich

### 4.0 RECONVENE TO OPEN SESSION

4.1 Announcement of action taken in Closed Session  
No action was taken.

**REGULAR MEETING**  
**6:00 pm**

**1.0 OPEN SESSION**

Board Members present: Cedric Aaron Jr, Natalie Giannini, Theresa Grosjean, and Aristeia Saulsbury. Absent: JoAnn Moore

Others present: Roger Macdonald, Superintendent; Cindy Vickers, Director of Fiscal Services; Student Board Representatives: Zoey Johnson, Violet Miller-Wuest and Taylor Nada (left early); Alexa Alto, Jaqueline Debets, Dustin Dutra, Jacob Godinez, Gina Hale, Trevor Hammons, Kelene Jake, Frida King, Maureen Kiritsy, Keri Lockard, Jorey McComas, Suzie McCray, Cecilia McGehee, Wesley Mergel, Tim Oliveira, Williams Pena, Ron Perry, Tammy Pires, Anne Sahlberg, Melanie Susavilla, Kay Wozniak, and Anthony Zinselmeir

**2.0 RECOGNITIONS/AWARDS/ANNOUNCEMENTS**

**3.0 PUBLIC COMMENTS**

3.1 **District Employees**

Comments from: Jacob Godinez

3.2 **Non-Agenda Items**

Comments from: Frida King, Alexa Alto, Anthony Zinselmeir,

3.3 **Agenda Items**

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**4.0 CONSENT AGENDA**

**Notice to the Public**

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- 4.1 Approval of Minutes of January 16, 2024, Regular Board Meeting
- 4.2 Approval of Minutes of February 3, 2024, Special Board Meeting
- 4.3 Approval of Warrants
- 4.4 Approval of ASB Warrants
- 4.5 Approval of Changes in Certificated and Classified Personnel
- 4.6 Receive and file Site Principal Reports
- 4.7 Receive and file Student Board Representative Reports
- 4.8 Receive and file Monthly Financial Activity Report
- 4.9 Receive and file Class Size Average Report
- 4.10 Approval of the 2024-25 School Calendar

**CONSENT AGENDA continued**

It was moved by Theresa Grosjean and seconded by Aristeia Saulsbury to approve the Consent Agenda

<u>AYES</u>	<u>NOES</u>	<u>ABSENT</u>
Cedric Aaron Jr		JoAnn Moore

Theresa Grosjean

Natalie Giannini

Aristeia Saulsbury

Motion carried, 4-0-1

**5.0 STUDENT LEARNING/ACHIEVEMENT**

5.1 Recommend approval of new course: Biology and Community Health II

It was moved by Aristeia Saulsbury and seconded by Cedric Aaron Jr to approve new course: Biology and Community Health II

Motion carried, 4-0-1

5.2 MHS Student Services Department Presentation

MHS Student Services Department members gave a presentation to the board regarding the current services they offer and shared partners they have.

**6.0 HUMAN RESOURCES/COLLECTIVE BARGAINING**

6.1 Recommend approval of Resolution 3/2023-24, Criteria to Determine Certificated Personnel Who Shall Be Exempt from The Order of Layoff by Virtue of Their Credentials, Assignments, or Certification (“Skipping Criteria”)

It was moved by Theresa Grosjean and second by Natalie Giannini to approve Resolution 3/2023-24, Criteria to Determine Certificated Personnel Who Shall Be Exempt from The Order of Layoff by Virtue of Their Credentials, Assignments, or Certification (“Skipping Criteria”)

Motion carried, 4-0-1.

**7.0 FINANCE/FACILITIES**

**8.0 POLICY/JUDICIAL REVIEW**

**9.0 COMMUNITY LEADERSHIP/ENGAGEMENT**

9.1 LCAP Mid-Year Review

Board reviewed the district and SRCHS LCAP Mid-Year Reviews.

9.2 Recommend selection and approval of community member to serve on the HDN-SELPA Community Advisory Committee

It was moved by Aristeia Saulsbury and seconded by Theresa Grosjean to select Ms. Debets, Ms. Hale and Mr. Hammons to serve as community members for NHUHSD on the HDN-SELPA Community Advisory Committee

Motion carried, 4-0-1

**10.0 COMMENTS FROM ADMINISTRATIVE TEAM**

Comments from: Roger Macdonald

**11.0 GOVERNANCE TEAM ISSUES/REFLECTION/PLANNING**

11.1 Discussion and possible action to nominate a candidate to serve as the 2024 CSBA Delegate Assembly

It was moved by Theresa Grosjean and seconded by Aristeia Saulsbury to nominate George Sager to serve as the 20224 CSBA Delegate Assembly

Motion carried, 4-0-1

11.4 UDL Book Club Discussion (Item moved up)

Board discussed their first chapter reading and shared thoughts and comments.

11.2 Reflection on Current Meeting

11.3 Closing Comments

Theresa Grosjean shared out about the Board Special Meeting last weekend.

11.5 Next Meeting- March 12, 2024

**12.0 ADJOURNMENT at 7:32 pm**

**Roger Macdonald**  
**Superintendent, Board of Trustees**

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Checks Dated 02/01/2024 through 02/29/2024

Board Meeting Date 3/12/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000229751	02/01/2024	707 PEST SOLUTIONS INC	01-5800	Dirtrict Office	85.00	
				IS	80.00	165.00
3000229752	02/01/2024	A T & T	01-5922	Billing		5,595.80
3000229753	02/01/2024	ANNE AVELAR	13-4710	MHS Cafe Dood Supply		21.72
3000229754	02/01/2024	BULLMAN, TIFFANY	01-4310	History Day Boards from the HERC		220.00
3000229755	02/01/2024	CALIFORNIA DEPT OF EDUCATION	13-4710	CDE Food		181.35
3000229756	02/01/2024	California School Inspections,LLC	01-5800	Fit Inspections AHS/MHS		3,000.00
3000229757	02/01/2024	CITY OF ARCATA	01-5530	Billing		167.14
3000229758	02/01/2024	EUREKA RUBBER STAMP CO	01-5800	AHS Signs		384.69
3000229759	02/01/2024	Jennifer Coleman	09-4310	SRCHS Refreshment Reimb		15.85
3000229760	02/01/2024	JON LARSON	01-4310	Pcoast Book Supply		304.17
3000229761	02/01/2024	MCKINLEYVILLE OFFICE SUPPLY	01-5950	SPED Mailing of Cum		25.50
3000229762	02/01/2024	QUILL CORPORATION	01-4310	PCoast Supplies	449.91	
				PCoast Supply Return	121.72-	
			01-4351	BO Supplies	12.55	
			09-4310	SRCHS Supplies	59.94	400.68
3000229763	02/01/2024	Sarah Goodwin	01-4391	Replace title for Truck F		27.00
3000229764	02/01/2024	U.S. CELLULAR	63-5921	NHES Billing		117.41
3000230044	02/05/2024	CRYSTAL SPRINGS WATER CO.	01-5530	Billing		90.00
3000230045	02/05/2024	Ernest Ray Albers Jr	01-5800	Genetech		500.00
3000230046	02/05/2024	FRANZ FAMILY BAKERIES	13-4710	MHS		730.07
3000230047	02/05/2024	Geneva Marie Shaw	01-5800	Genetech		1,000.00
3000230048	02/05/2024	Gina Hale	01-5823	Reimb Settlement Agreement		4,289.66
3000230049	02/05/2024	Hensel's Ace Hardware	01-4381	AHS Supplies		144.46
3000230050	02/05/2024	HORVATH PLUMBING	01-5800	Repairs ASHS		640.00
3000230051	02/05/2024	Margaret L Peters	01-5800	Genetech		500.00
3000230052	02/05/2024	MCKINLEYVILLE ACE HARDWARE (C)	01-4381	AHS Supplies	52.34	
				MHS Supplies	307.19	359.53
3000230053	02/05/2024	MENDES SUPPLY CO.	01-4374	AHS	100.56	
			13-4396	AHS	1,514.42	1,614.98
3000230054	02/05/2024	MILL YARD	01-4310	Ag Perkins	347.28	
				Ag Supplies	2,398.34	2,745.62
3000230055	02/05/2024	MISSION LINEN & UNIFORM (C)	01-5550	AHS	437.56	
				MHS	196.89	
			13-4396	MHS Cafe Supplies	135.76	
			13-5800	AHS Cafeteria	126.40	
				MHS Cafeteria	194.55	1,091.16

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

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Board Meeting Date 3/12/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000230056	02/05/2024	ORICK COMM. SERVICES DISTRICT	01-5530	Billing		57.00
3000230057	02/05/2024	PRO PACIFIC	13-4710	MHS Cafe Food	1,037.24	
			13-4711	MHS Cafe Food	54.60	1,091.84
3000230058	02/05/2024	QUILL CORPORATION	01-4310	AHS Ag Supplies		98.26
3000230059	02/05/2024	Revolving Cash Fund-NHUHSD	01-5861	Revolving Reimb 2/24		790.00
3000230060	02/05/2024	Sarina Benavides-Garb	01-4310	Gimkit Reimb		59.88
3000230061	02/05/2024	SUNNYBRAE ACE HARDWARE	01-4310	Ag Perkins		271.96
3000230062	02/05/2024	SYSCO SACRAMENTO	13-4396	AHS	2,195.13	
				MHS	41.14	
			13-4710	AHS	22,529.17	
				MHS	10,774.21	35,539.65
3000230063	02/05/2024	UBEO Business Services	01-5623	Copier Billing	4,631.05	
			09-5623	Copier Billing	506.44	5,137.49
3000230064	02/05/2024	Dustin Dutra	01-4393	8th Vistation Refreshments		224.01
3000230065	02/05/2024	SYSCO SACRAMENTO	13-4396	MHS	116.78	
			13-4710	MHS	5,313.35	5,430.13
3000230373	02/08/2024	ALVES INC.	01-5631	MHS Repairs		570.00
3000230374	02/08/2024	B & B PORTABLE TOILETS (C)	01-5623	Billing		289.79
3000230375	02/08/2024	CITY OF ARCATA	01-5530	Billing		2,265.57
3000230376	02/08/2024	HUMBOLDT-DELNORTE CIF ATHLETIC LEAGUE	01-5800	Winter League Fees		6,339.75
3000230377	02/08/2024	Keegan, Jacqueline M	01-5210	EL CLAD Reimb		735.50
3000230378	02/08/2024	Lenders Construction Services	01-5800	Project Support Services		1,480.00
3000230379	02/08/2024	Macdonald, Roger F	01-5201	Mileage Teacher of the Year		406.02
3000230380	02/08/2024	Miller, Kelly R	01-5210	Arbuckie Travel	60.00	
				Teacher of the Year Travel	90.00	150.00
3000230381	02/08/2024	Paula D. Tripp-Allen	01-5800	Genetech Billing		500.00
3000230382	02/08/2024	PG & E	01-5520	Billing		12,116.79
3000230383	02/08/2024	PHOENIX CERAMIC SUPPLY	01-4310	Prop 28 Supplies MRHS		362.39
3000230384	02/08/2024	Ping Zhang	01-5800	Reimb for Speech Services		450.00
3000230385	02/08/2024	POLETSKI'S APPLIANCE (C)	01-4400	Washer & Dryer AHS		1,533.95
3000230386	02/08/2024	PRO-ED	01-4310	PCoast Supplies		248.85
3000230387	02/08/2024	RECOLOGY ARCATA (C)	01-5560	Billing	1,906.56	
			63-5560	Billing	40.44	1,947.00
3000230388	02/08/2024	Robinson, Kassida K	01-5210	Arbuckle Travel	50.00	
			01-5801	Arbuckle Travel	59.62	109.62
3000230389	02/08/2024	Rosette Stabler	01-5800	AHS Dec Billing	2,860.00	
				AHS Jan Billing	6,462.50	

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3000230389	02/08/2024	Rosette Stabler		MHS Dec Billing	1,595.00	
				MHS Jan Billing	3,960.00	14,877.50
3000230390	02/08/2024	THE JMH TEAM INC	01-5800	QTR 2 Executive Coachinbg		6,000.00
3000230391	02/08/2024	THOMAS HOME CENTER (C)	01-4310	MHS Supplies		149.33
3000230392	02/08/2024	U.S. BANK CORPORATE PAYMENT	01-4310	AHS Ag supplies	204.19	
				AHS Tablecloth	218.99	
				CATS Incentives	497.46	
				Fountian for ceramics @MRHS	310.43	
				SPED IEP Supplies	40.96	
			01-4341	Cloud Storage 1/24	24.99	
			01-4377	MHS/AHS Supplies	231.83	
			01-4381	AHS Curtain Clips	26.65	
				AHS Curtains	154.86	
				AHS/MHS Supplies	105.11	
				MHS M&O Supplies	190.59	
			01-4392	AHS Nurse Supplies	75.92	
			01-4393	Enrollment Taskforce Refreshments	166.50	
			01-4400	AHS Cycling Bikes	1,516.84	
			01-5207	Teacher of the Year Regis	210.00	
			01-5210	Carnegie Refund	1,640.00	
				Carnegie Regis	2,480.00	
				Correction from last months statement	6.00	
			01-5801	AHS Ag Travel	955.36	
				MHS Ag Travel	422.24	
				MHS Girls BBall Travel to be paid by ASB	1,886.12	
			01-5881	Craigslist	60.00	
			09-4400	AHS Cycling Bikes	758.41	
			13-4396	Food Supplies at MHS Cafe	529.89	
				MHS Cafe Supplies	53.98	
				MHS Kitchen Supplies	71.02	9,558.34
3000230393	02/08/2024	VERDE DESIGN	01-6210	AHS Bleacher Project		19,525.00
3000230394	02/08/2024	THE DEVEREUX FOUNDATION	01-5802	Jan Billing	3,866.48	
			01-5803	Jan Billing	17,598.08	21,464.56
3000230846	02/12/2024	ADA Sports & Rackets LLC	01-4310	AHS Supplies		828.00
3000230847	02/12/2024	B & H PHOTO-VIDEO	01-4310	AHS Perkins		1,419.75
3000230848	02/12/2024	CRYSTAL CREAMERY, INC	13-4711	AHS	2,148.92	
				MHS	1,158.72	3,307.64

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Checks Dated 02/01/2024 through 02/29/2024

Board Meeting Date 3/12/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000230849	02/12/2024	EMPLOYMENT DEVELOPMENT DEPT.	01-3511	4th Quarter 2023	177.10	
			01-3512	4th Quarter 2023	1,339.50	1,516.60
3000230850	02/12/2024	Gibson, Michael A	01-5201	Jan 24 Mileage		62.71
3000230851	02/12/2024	Gruetzmacher, Karen L	01-5201	Jan 24 Mileage		58.29
3000230852	02/12/2024	HUMBOLDT SANITATION (C)	01-5560	MHS Billing		2,080.60
3000230853	02/12/2024	IIRP Bookstore	01-4310	Grant Supplies		3,912.03
3000230854	02/12/2024	Maulson, Kayla R	01-5201	Jan 24 Mileage		121.81
3000230855	02/12/2024	Neil Kalson	01-4310	AHS Culinary Reimb		1,079.31
3000230856	02/12/2024	North Coast SIG PL C/O Keenan-SETECH	01-5450	Property & Liability 23/24	245,526.00	
			09-5450	Property & Liability 23/24	7,163.00	252,689.00
3000230857	02/12/2024	PG & E	01-5520	Billing		878.86
3000230858	02/12/2024	PRO PACIFIC	13-4710	MHS		1,084.68
3000230859	02/12/2024	QUILL CORPORATION	01-4310	AHS Supplies	279.31	
			01-4351	AHS Supplies	672.13	
				DO Supplies	50.34	
				MHS Supplies	413.30	1,415.08
3000230860	02/12/2024	REDWOOD MUSIC MART	01-5635	AHS Supplies		115.93
3000230861	02/12/2024	Richards, Sheila M	01-5201	Jan 24 Mileage		39.53
3000231172	02/15/2024	A T & T	01-5909	Billing	444.06	
			01-5922	Billing	958.41	1,402.47
3000231173	02/15/2024	Alison Trujillo Translations	01-5800	SPED Billing		682.50
3000231174	02/15/2024	AMERICAN EAGLE ENTERPRISES	01-5631	MHS Repairs		8,016.53
3000231175	02/15/2024	Cal Poly Humboldt	01-5800	Additional payment for wrong amount paid		9,999.98
3000231176	02/15/2024	CALIFORNIA DEPT OF JUSTICE	01-5861	Billing		717.00
3000231177	02/15/2024	California High School Network	01-5207	Sup Meeting Regis		159.00
3000231178	02/15/2024	Clover Schinke	09-4310	SRCHS Supplies Reimb		10.14
3000231179	02/15/2024	Dalianes Travel	01-5210	Grant Travel JS		1,137.70
3000231180	02/15/2024	Dustin Dutra	01-4310	Pizza for 8th Grade Visitation		478.45
3000231181	02/15/2024	EUREKA RUBBER STAMP CO	01-5800	AHS Signs		461.68
3000231182	02/15/2024	HORVATH PLUMBING	01-5631	MHS Repairs		645.00
3000231183	02/15/2024	Jacob Cheek	01-4310	MHS Supply Reimb		21.54
3000231184	02/15/2024	Jennifer Coleman	09-4310	8th Grade Visit Refreshments		164.84
3000231185	02/15/2024	Judith Fraser	01-4310	NASP Book Reimb		71.00
3000231186	02/15/2024	Kassida Robinson	01-4310	Ag Class Supplies		220.31
3000231187	02/15/2024	LOS BAGELS CO	01-4393	Teacher Refreshments		72.00
3000231188	02/15/2024	Miller, Kelly R	01-5210	Chico Travel Reimb		80.00
3000231189	02/15/2024	PG & E	01-5520	Billing		2,751.67

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Checks Dated 02/01/2024 through 02/29/2024

Board Meeting Date 3/12/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000231190	02/15/2024	PITNEY BOWES	01-5623	Lease Payment DO	820.69	
				MHS Billing	446.83	1,267.52
3000231191	02/15/2024	Robert Alan Wallace	01-5800	Grant Billing		3,825.00
3000231192	02/15/2024	Sahlman, Torg E	01-5201	Jan Mileage		67.54
3000231193	02/15/2024	SCHOOL SERVICES OF CALIF. INC.	01-5800	Billing		375.00
3000231194	02/15/2024	SHANNA MCCRACKEN	01-5210	CSI Supplies		218.92
3000231195	02/15/2024	SONOMA COUNTY OFFICE OF ED.	01-5207	23/24 Teacher Induction		23,250.00
3000231196	02/15/2024	SPURR	01-5511	District Billing		18,246.19
3000231197	02/15/2024	Steve Nystrom	01-4310	Scrip Reimb		310.02
3000231198	02/15/2024	Susavilla, Melanie A	01-4310	Subscription Reimb	399.90	
			01-5210	EIR Meeting Travel Reimb	955.65	1,355.55
3000231199	02/15/2024	VALLEY PACIFIC PETROLEUM	01-4364	Card Lock Billing		191.16
3000231200	02/15/2024	YUROK TRIBE	01-5800	Grant Billing		500.00
3000231201	02/15/2024	Brenes, Angela E	01-5201	Jan 24 Mileage		103.62
3000231742	02/22/2024	A-Z BUS SALES INC.	01-4362	BG Supplies		187.78
3000231743	02/22/2024	B & H Photo-Video Remittance Processing Center	01-4310	AHS Supplies		2,306.06
3000231744	02/22/2024	CAROLINA BIOLOGICAL SUPPLY CO.	01-4310	AHS Supplies		311.11
3000231745	02/22/2024	CUMMINS PACIFIC LLC	01-4362	15969		
				Clearing up credits		422.06
3000231746	02/22/2024	FLEETPRIDE	01-4362	BG Supplies		145.50
3000231747	02/22/2024	HARPER MOTORS (C)	01-4362	BG Parts		61.35
3000231748	02/22/2024	Hill, Suzanne M	01-4310	Book Reimb		30.20
3000231749	02/22/2024	HUMBOLDT COUNTY DEPARTMENT OF	01-5800	PT0003990 BG	766.00	
			01-5884	PT0001155 AHS	1,086.70	
				PT0001162 MHS	1,129.69	2,982.39
3000231750	02/22/2024	IBS of the Redwoods	01-4362	BG Supplies		1,668.88
3000231751	02/22/2024	INTRADO LIFE & SAFETY INC	01-5847	Billing		349.38
3000231752	02/22/2024	LAWSON PRODUCTS	01-4362	BG Supplies		131.74
3000231753	02/22/2024	Los Angeles Freightliner	01-4362	BG Supplies		919.25
3000231754	02/22/2024	MCKINLEYVILLE C.S.D.	01-5530	Billing		1,910.64
3000231755	02/22/2024	MISSION LINEN & UNIFORM (C)	01-5800	BG Service		575.80
3000231756	02/22/2024	NAPA AUTO PARTS	01-4362	BG Supplies		53.65
3000231757	02/22/2024	O'REILLY AUTOMOTIVE INC	01-4362	BG Supplies		588.80
3000231758	02/22/2024	Optimum	63-5922	Billing		145.95
3000231759	02/22/2024	PEARSON CLINICAL ASSESSMENT	01-4310	SPED Supplies		250.00
3000231760	02/22/2024	PG & E	01-5520	Billing		9,177.24
3000231761	02/22/2024	Pierce, Andrew R	01-5210	Redding Conference Travel		80.00

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Checks Dated 02/01/2024 through 02/29/2024

Board Meeting Date 3/12/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000231762	02/22/2024	PITNEY BOWES	01-5623	Postage Machine Lease Payment		537.08
3000231763	02/22/2024	PRO PACIFIC	13-4710	MHS Food Supplies		943.06
3000231764	02/22/2024	QUILL CORPORATION	01-4310	AHHS Supplies	168.16	
				MHS Supplies	90.69	258.85
3000231765	02/22/2024	Sarina Benavides-Garb	01-4310	Supply Reimb MHS		70.99
3000231766	02/22/2024	SUN VALLEY GROUP INC	01-4310	AHS Ag Supplies		188.56
3000231767	02/22/2024	VALLEY PACIFIC PETROLEUM	01-4363	BG Supplies		126.24
3000231768	02/22/2024	VERIZON WIRELESS	01-5922	Hot Spot Billing		254.61
3000232389	02/29/2024	A & I ROOFING (C)	01-5631	MHS Repairs		410.00
3000232390	02/29/2024	A T & T	01-5909	Billing		99.41
3000232391	02/29/2024	Bareilles, Jack M	01-5210	Grant Travel Reimb		889.83
3000232392	02/29/2024	BETTENDORF ENTERPRISES INC	01-5800	AHS Redrock Transport 50%		400.00
3000232393	02/29/2024	BLICK ART MATERIALS	09-4310	SRCHS Art Supplies		48.79
3000232394	02/29/2024	Brodkorb, Brian R	01-5203	Driver meal Reimb 12-1		80.00
3000232395	02/29/2024	BRUNELLE & CLARK LLC	22-5800	Measure N Billing AHS		2,375.00
3000232396	02/29/2024	Cal Poly Humboldt	01-5800	Grant Billing		4,342.04
3000232397	02/29/2024	CITY OF ARCATA	01-5530	Billing		153.04
3000232398	02/29/2024	CLEARLAKE LAVA INC	01-4377	AHS Red Rock Baseball 50%		760.14
3000232399	02/29/2024	COOKE ELECTRIC	01-5631	Repairs MHS		657.28
3000232400	02/29/2024	EUREKA GLASS COMPANY (C)	01-5800	MHS Office window tinting Saftey		1,345.29
3000232401	02/29/2024	EUREKA OXYGEN COMPANY (C)	01-5800	AHS Service	527.13	
				MHS Service	276.94	804.07
3000232402	02/29/2024	HUMBOLDT TRANSIT AUTHORITY	01-5801	Billing		450.00
3000232403	02/29/2024	Los Angeles Marriott Burbank Airport	01-5210	Johnson-Rohn Conf# CCEA		1,723.52
3000232404	02/29/2024	MCKINLEYVILLE OFFICE SUPPLY	01-4351	AHS Supplies		237.03
3000232405	02/29/2024	Nichols Melburg & Rossetto	22-6210	AHS Restroom Billing		1,472.20
3000232406	02/29/2024	North Coast Flooring Inc	01-5631	AHS Repairs		1,886.00
3000232407	02/29/2024	PG & E	01-5520	Billing	508.52	
			63-5511	Billing	42.31	
			63-5520	Billing	119.51	670.34
3000232408	02/29/2024	PRO PACIFIC	13-4710	MHS Food		1,507.75
3000232409	02/29/2024	QUILL CORPORATION	01-4310	CSI Supplies		434.50
3000232410	02/29/2024	Robinson, Kassida K	01-5801	Chico Field Day Hotel Reimb		480.28
3000232411	02/29/2024	ROSETTA STONE	01-4110	EL program		600.00
3000232412	02/29/2024	SAFEWAY INC	01-4310	AHS Supplies	18.26	
			01-4393	AHS Supplies	60.00	
				MHS Supplies	36.02	114.28

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Checks Dated 02/01/2024 through 02/29/2024

Board Meeting Date 3/12/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000232413	02/29/2024	Schmidt, Bethany K	09-5716	PD Travel Reimb		1,819.97
3000232414	02/29/2024	SHANNA MCCRACKEN	01-4310	CSI Supply Reimb		237.78
3000232415	02/29/2024	SHANNON KRESGE	01-4310	AHS Supply Reimb		184.99
3000232416	02/29/2024	Solomon, Jacob H	01-4310	Student Incentives reimb		89.35
3000232417	02/29/2024	SUN VALLEY GROUP INC	01-4310	AHS Ag Supplies		49.50
3000232418	02/29/2024	ZOOM VIDEO COMMUNICATIONS INC	01-5800	Zoom Contract		1,800.00
3000232419	02/29/2024	OTIS ELEVATOR COMPANY (C)	01-5637	Elevatior Maintance Agreement		5,060.88
<b>Total Number of Checks</b>					<b>162</b>	<b>577,384.55</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	143	510,060.44
09	SIX RIVERS CHARTER	9	10,547.38
13	CAFETERIA FUND	13	52,463.91
22	2010 BOND BUILDING FUND	2	3,847.20
63	NH EMPLOYMENT SERVICES	4	465.62
Total Number of Checks		<b>162</b>	<b>577,384.55</b>
Less Unpaid Tax Liability			<b>.00</b>
<b>Net (Check Amount)</b>			<b>577,384.55</b>

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ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
26435	02/01/2024	HUMB. DEL NORTE CIF A	992					
	LEAGUE DUES	ATHLETICS GENERAL	1100		440	No	\$890.00	\$0.00
	WINTER NCS AT LARGE	ATHLETICS GENERAL	1100		440	No	\$150.00	\$0.00
Total for Check # 26435							\$1,040.00	\$0.00
26452	02/09/2024	HUMBOLDT TENNIS CLU	992					
	G. TENNIS / NCS VAN RENTAL S.	ATHLETICS GENERAL	1100		4489	No	\$400.00	\$0.00
	G. TENNIS/ NCS VAN RENTAL	ATHLETICS GENERAL	1100		4488	No	\$400.00	\$0.00
Total for Check # 26452							\$800.00	\$0.00
26456	02/09/2024	ONAWA GUTIERREZ	992					
	G. TENNIS/ NCS TRAVEL	ATHLETICS GENERAL	1100			No	\$186.35	\$0.00
	G. TENNIS/ NCS TRAVEL	ATHLETICS GENERAL	1100			No	\$222.62	\$0.00
Total for Check # 26456							\$408.97	\$0.00
Total for Act Acct 1100							\$2,248.97	\$0.00
26460	02/27/2024	ST. BERNARD'S	992					
	BASEBALL TOURNEY FEE	BASEBALL	1111		3/8/24	No	\$350.00	\$0.00
Total for Check # 26460							\$350.00	\$0.00
26468	02/27/2024	KRISTIE GHISSETTI	992					
	CATCHERS GEAR	BASEBALL	1111			No	\$433.95	\$0.00
Total for Check # 26468							\$433.95	\$0.00
Total for Act Acct 1111							\$783.95	\$0.00
26451	02/09/2024	NHUHSD	992					
	TRANSPORTATIO N/ NCS	VOLLEYBALL / AIVT FUND	2308		02400148	No	\$103.55	\$0.00
Total for Check # 26451							\$103.55	\$0.00
Total for Act Acct 2308							\$103.55	\$0.00
26441	02/09/2024	HUMB. DEL NORTE CIF A	992					
	G. BBALL HDN/ AHS VS MACK	HDN & CIF PLAYOFFS	2312		2/5/24	No	\$184.00	\$0.00
Total for Check # 26441							\$184.00	\$0.00
Total for Act Acct 2312							\$184.00	\$0.00
26429	02/01/2024	NHUHSD	992					
	CUSTODIAL SERV/TOURNEY	GIRLS BASKETBALL FUND	2553		24-00034	No	\$243.75	\$0.00



ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
Total for Check # 26429							\$243.75	\$0.00
26435	02/01/2024	HUMB. DEL NORTE CIF A	992					
	FROSH OFFICIALS	GIRLS BASKETBALL FUND	2553		440	Yes	\$300.00	\$0.00
	TOURNAMENT OFFICIALS	GIRLS BASKETBALL FUND	2553		440	Yes	\$1,716.00	\$0.00
Total for Check # 26435							\$2,016.00	\$0.00
26442	02/09/2024	NHUHSD	992					
	TRANSPORTATIO N/ ELK GROVE	GIRLS BASKETBALL FUND	2553		02400193	No	\$998.80	\$0.00
	TRANSPORTATIO N/ HEALDSBURG	GIRLS BASKETBALL FUND	2553		02400184	No	\$717.80	\$0.00
Total for Check # 26442							\$1,716.60	\$0.00
26453	02/09/2024	NHUHSD	992					
	TRANSPORTATIO N/ EAST BAY	GIRLS BASKETBALL FUND	2553		02400216	No	\$519.70	\$0.00
Total for Check # 26453							\$519.70	\$0.00
Total for Act Acct 2553							<b>\$4,496.05</b>	<b>\$0.00</b>
26473	02/27/2024	CASS BELL	992					
	LODGING/ HEALDSBURG	WRESTLING FUND	2554			No	\$414.12	\$0.00
Total for Check # 26473							\$414.12	\$0.00
Total for Act Acct 2554							<b>\$414.12</b>	<b>\$0.00</b>
26438	02/01/2024	HOOPA HIGH SCHOOL	992					
	SOFTBALL TOURNEY FEE	SOFTBALL FUND	2555		4/11/24	No	\$250.00	\$0.00
Total for Check # 26438							\$250.00	\$0.00
26454	02/09/2024	SOLO SPORTS	992					
	PRACTICE SHIRTS	SOFTBALL FUND	2555		24-0027	No	\$728.00	\$0.00
Total for Check # 26454							\$728.00	\$0.00
26459	02/27/2024	STEVE SARCHETT	992					
	FIELD CONDITIONER	SOFTBALL FUND	2555			No	\$226.28	\$0.00
Total for Check # 26459							\$226.28	\$0.00
Total for Act Acct 2555							<b>\$1,204.28</b>	<b>\$0.00</b>
26435	02/01/2024	HUMB. DEL NORTE CIF A	992					
	FROSH OFFICIALS	BOYS BASKETBALL FUND	2558		440	Yes	\$300.00	\$0.00
	TOURNAMENT OFFICIALS	BOYS BASKETBALL FUND	2558		440	Yes	\$2,484.00	\$0.00

ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
Total for Check # 26435							\$2,784.00	\$0.00
26450	02/09/2024	JAKOB CLARKE	992					
	JV TRAVEL/ UKIAH	BOYS BASKETBALL FUND	2558			No	\$282.44	\$0.00
Total for Check # 26450							\$282.44	\$0.00
26455	02/09/2024	KELLEN MAYNARD	992					
	MAT REPLACEMENT SHEETS	BOYS BASKETBALL FUND	2558			No	\$48.75	\$0.00
Total for Check # 26455							\$48.75	\$0.00
26457	02/09/2024	NHUHSD	992					
	TRANSPORTATIO N/ COTATE	BOYS BASKETBALL FUND	2558		02400270	No	\$1,067.79	\$0.00
	TRANSPORTATIO N/ EAST BAY	BOYS BASKETBALL FUND	2558		02400224	No	\$392.63	\$0.00
	TRANSPORTATIO N/ RED BLUFF	BOYS BASKETBALL FUND	2558		02400192	No	\$592.92	\$0.00
	TRANSPORTATIO N/ UKIAH	BOYS BASKETBALL FUND	2558		02400220	No	\$780.36	\$0.00
Total for Check # 26457							\$2,833.70	\$0.00
Total for Act Acct 2558							\$5,948.89	\$0.00
26442	02/09/2024	NHUHSD	992					
	TRANSPORTATIO N	GIRLS TENNIS FUND	2561		02400146	No	\$151.23	\$0.00
Total for Check # 26442							\$151.23	\$0.00
26456	02/09/2024	ONAWA GUTIERREZ	992					
	NCS TEAM TRAVEL/ MARIN	GIRLS TENNIS FUND	2561			No	\$278.40	\$0.00
Total for Check # 26456							\$278.40	\$0.00
Total for Act Acct 2561							\$429.63	\$0.00
26432	02/01/2024	PORTA PHONE	992					
	PORTA PHONE EQUIP.	BASEBALL FUND	2562	7301	24PP182	No	\$971.08	\$76.08
Total for Check # 26432							\$971.08	\$76.08
26434	02/01/2024	PEPSI COLA	992					
	DRINKS/ VENDING MACHINE	BASEBALL FUND	2562		05523612	No	\$472.12	\$0.00
Total for Check # 26434							\$472.12	\$0.00

ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase Invoice No.	1099	Amount	Tax Amt.
26443	02/09/2024 PARTS FOR BASEBALL QUAD	KRISTIE GHISSETTI BASEBALL FUND	992 2562		No	\$117.65	\$0.00
Total for Check # 26443						\$117.65	\$0.00
26468	02/27/2024 SCHEDULES/ MAGNETS	KRISTIE GHISSETTI BASEBALL FUND	992 2562		No	\$161.63	\$0.00
Total for Check # 26468						\$161.63	\$0.00
26469	02/27/2024 DRINKS/ VENDING MACHINE	PEPSI COLA BASEBALL FUND	992 2562	83536113	No	\$358.80	\$0.00
Total for Check # 26469						\$358.80	\$0.00
Total for Act Acct 2562						<b>\$2,081.28</b>	<b>\$76.08</b>
26437	02/01/2024 BULK TEES	BEAU PRE GOLF CLUB BOYS GOLF FUND	992 2563	3429	No	\$87.28	\$0.00
Total for Check # 26437						\$87.28	\$0.00
Total for Act Acct 2563						<b>\$87.28</b>	<b>\$0.00</b>
26426	02/01/2024 TRANSPORTATIO N/ RED BLUFF	NHUHSD GIRLS GOLF FUND	992 2565	02400142	No	\$272.11	\$0.00
Total for Check # 26426						\$272.11	\$0.00
26427	02/01/2024 NCS TRANSPORTATIO N	NHUHSD GIRLS GOLF FUND	992 2565	02400139	No	\$276.04	\$0.00
Total for Check # 26427						\$276.04	\$0.00
26437	02/01/2024 BULK TEES/ TOURNEY CARTS	BEAU PRE GOLF CLUB GIRLS GOLF FUND	992 2565	3429	No	\$147.28	\$0.00
Total for Check # 26437						\$147.28	\$0.00
Total for Act Acct 2565						<b>\$695.43</b>	<b>\$0.00</b>
26427	02/01/2024 NCS TRANSPORTATIO N	NHUHSD GIRLS SOCCER FUND	992 2571	02400141	No	\$265.40	\$0.00
Total for Check # 26427						\$265.40	\$0.00
Total for Act Acct 2571						<b>\$265.40</b>	<b>\$0.00</b>

ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
26427	02/01/2024	NHUHSD	992					
	NCS TRANSPORTATIO N	BOYS SOCCER FUND	2575		02400140	No	\$570.59	\$0.00
Total for Check # 26427							\$570.59	\$0.00
Total for Act Acct 2575							<b>\$570.59</b>	<b>\$0.00</b>
26428	02/01/2024	ZEPHYR LEVY	992					
	FOOD DRIVE AWARD/ DONUTS	ASB/STUDENT BODY GENERAL	3200			No	\$135.66	\$0.00
Total for Check # 26428							\$135.66	\$0.00
26430	02/01/2024	QUILL LLC	992					
	SUPPLIES	ASB/STUDENT BODY GENERAL	3200		36539618	No	\$120.91	\$0.00
	SUPPLIES	ASB/STUDENT BODY GENERAL	3200		36544928	No	\$41.66	\$0.00
	SUPPLIES	ASB/STUDENT BODY GENERAL	3200		36545357	No	\$19.52	\$0.00
	SUPPLIES	ASB/STUDENT BODY GENERAL	3200		36575502	No	\$106.95	\$0.00
	SUPPLIES	ASB/STUDENT BODY GENERAL	3200		36753381	No	\$44.25	\$0.00
Total for Check # 26430							\$333.29	\$0.00
26436	02/01/2024	ALEX WHITE	992					
	PIZZA/ TIGER PALS	ASB/STUDENT BODY GENERAL	3200			No	\$198.00	\$0.00
Total for Check # 26436							\$198.00	\$0.00
26444	02/09/2024	JENNIFER CORIELL	992					
	VALENTINE'S DAY/ SUPPLIES	ASB/STUDENT BODY GENERAL	3200			No	\$198.79	\$0.00
Total for Check # 26444							\$198.79	\$0.00
26470	02/27/2024	JENNIFER CORIELL	992					
	PIZZA & SUPPLIES/ VALENTINES	ASB/STUDENT BODY GENERAL	3200			No	\$152.31	\$0.00
Total for Check # 26470							\$152.31	\$0.00
Total for Act Acct 3200							<b>\$1,018.05</b>	<b>\$0.00</b>
26445	02/09/2024	SAWYER HOUSOME	992					
	CONCESSION SUPPLIES	CLASS OF 2025	4448			No	\$8.67	\$0.00
	TEA LIGHTS/ WINTER FORMAL	CLASS OF 2025	4448			No	\$10.85	\$0.00
Total for Check # 26445							\$19.52	\$0.00
26446	02/09/2024	KEN KLIMA	992					

ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
	WATER/ WINTER FORMAL	CLASS OF 2025	4448			No	\$47.92	\$0.00
Total for Check # 26446							\$47.92	\$0.00
26448	02/09/2024	AUDREY MAYNOR	992					
	CONCESSION SUPPLIES	CLASS OF 2025	4448			No	\$136.91	\$0.00
Total for Check # 26448							\$136.91	\$0.00
26461	02/27/2024	NHUHSD	992					
	CUSTODIAL SERV/ JR PROM	CLASS OF 2025	4448		24-00046	No	\$412.50	\$0.00
Total for Check # 26461							\$412.50	\$0.00
26462	02/27/2024	LAURIE RENTERIA	992					
	JR PROM DECORATIONS	CLASS OF 2025	4448			No	\$395.62	\$0.00
Total for Check # 26462							\$395.62	\$0.00
26466	02/27/2024	MICHAEL BADBERG	992					
	JR PROM DJ	CLASS OF 2025	4448		1/27/24	Yes	\$620.00	\$0.00
Total for Check # 26466							\$620.00	\$0.00
Total for Act Acct 4448							<b>\$1,632.47</b>	<b>\$0.00</b>
26439	02/09/2024	U.S. BANK CORPORATE P	992					
	CONCESS SUPPLIES/ CAL CARD	CLASS OF 2027	4462			No	\$322.67	\$0.00
Total for Check # 26439							\$322.67	\$0.00
Total for Act Acct 4462							<b>\$322.67</b>	<b>\$0.00</b>
26440	02/09/2024	U.S. BANK CORPORATE P	992					
	MEETING SUPPLIES/ CAL CARD	FFA CLUB	4516			No	\$595.15	\$0.00
Total for Check # 26440							\$595.15	\$0.00
26467	02/27/2024	ANDREW PIERCE	992					
	SUPPLIES/ RECEIPT BOOKS	FFA CLUB	4516			No	\$34.94	\$0.00
Total for Check # 26467							\$34.94	\$0.00
26475	02/27/2024	LOTUS MOUNTAIN	992					
	OFFICER APPAREL	FFA CLUB	4516	7303	15026	No	\$982.36	\$0.00

ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
Total for Check # 26475							\$982.36	\$0.00
26476	02/27/2024	BAREFOOT	992					
	T-SHIRTS & HOODIES	FFA CLUB	4516	7302	201909	No	\$5,260.60	\$0.00
Total for Check # 26476							\$5,260.60	\$0.00
Total for Act Acct 4516							\$6,873.05	\$0.00
26433	02/01/2024	SEQUIOA FLORAL INTER	992					
	FLOWERS	FLORAL DESIGN	4555		110826A	No	\$469.07	\$0.00
	FLOWERS	FLORAL DESIGN	4555		110827A	No	\$202.77	\$0.00
	FLOWERS	FLORAL DESIGN	4555		111651A	No	\$152.35	\$0.00
	FLOWERS	FLORAL DESIGN	4555		111653A	No	\$132.01	\$0.00
	FLOWERS	FLORAL DESIGN	4555		111845A	No	\$119.30	\$0.00
	FLOWERS	FLORAL DESIGN	4555		112519A	No	\$323.64	\$0.00
	FLOWERS	FLORAL DESIGN	4555		115403A	No	\$80.17	\$0.00
	FLOWERS	FLORAL DESIGN	4555		118186A	No	\$547.59	\$0.00
Total for Check # 26433							\$2,026.90	\$0.00
26474	02/27/2024	SEQUIOA FLORAL INTER	992					
	FLOWERS	FLORAL DESIGN	4555		119523A	No	\$334.22	\$0.00
	FLOWERS	FLORAL DESIGN	4555		119525A	No	\$51.63	\$0.00
	FLOWERS	FLORAL DESIGN	4555		120045A	No	\$518.30	\$0.00
	FLOWERS	FLORAL DESIGN	4555		120939A	No	\$117.18	\$0.00
	FLOWERS	FLORAL DESIGN	4555		120941A	No	\$93.48	\$0.00
Total for Check # 26474							\$1,114.81	\$0.00
Total for Act Acct 4555							\$3,141.71	\$0.00
26465	02/27/2024	MELANIE ZAPPER	992					
	LABEL TAGS	SRCHS DRAMA CLUB	5203			No	\$49.56	\$0.00
Total for Check # 26465							\$49.56	\$0.00
Total for Act Acct 5203							\$49.56	\$0.00
26431	02/01/2024	WEST SIDE PIZZA	992					
	PIZZA FOR PIRATE DAY	PIRATE COUNCIL	5205			No	\$117.76	\$0.00
Total for Check # 26431							\$117.76	\$0.00
26449	02/09/2024	JENNIFER COLEMAN	992					
	SNACKS/ WANT TO BE A PIRATE	PIRATE COUNCIL	5205			No	\$48.95	\$0.00
Total for Check # 26449							\$48.95	\$0.00
Total for Act Acct 5205							\$166.71	\$0.00
26464	02/27/2024	WEST SIDE PIZZA	992					

ARCATA HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
	PIZZA/ WINTER PERF. PREP	SRCHS SENIORS	5209		4939097	No	\$117.71	\$0.00
Total for Check # 26464							\$117.71	\$0.00
Total for Act Acct 5209							<b>\$117.71</b>	<b>\$0.00</b>
26472	02/27/2024	WESTERN WEB	992					
	PRINTING FEES	PEPPERBOX	5328		30588	No	\$398.89	\$0.00
Total for Check # 26472							\$398.89	\$0.00
Total for Act Acct 5328							<b>\$398.89</b>	<b>\$0.00</b>
26463	02/27/2024	ALMQUIST LUMBER	992					
	MATERIALS	AAI/ARCATA ARTS INSTITUTE	5605	7304	034293	No	\$100.67	\$0.00
Total for Check # 26463							\$100.67	\$0.00
26471	02/27/2024	TIM CLEWELL	992					
	SUPPLIES/ STOP MOTION	AAI/ARCATA ARTS INSTITUTE	5605			No	\$84.48	\$0.00
Total for Check # 26471							\$84.48	\$0.00
Total for Act Acct 5605							<b>\$185.15</b>	<b>\$0.00</b>
26458	02/27/2024	HI USA	992					
	LODGING/ FINAL PAYMENT	SPANISH TRAVEL	5612		13111986	No	\$2,072.21	\$0.00
Total for Check # 26458							\$2,072.21	\$0.00
Total for Act Acct 5612							<b>\$2,072.21</b>	<b>\$0.00</b>
26447	02/09/2024	MELANIE ZAPPER	992					
	COSTUMES/ PROPS	AAI THEATRE	6271			No	\$269.56	\$0.00
Total for Check # 26447							\$269.56	\$0.00
26465	02/27/2024	MELANIE ZAPPER	992					
	DINNER THEATRE TICKETS/ SR	AAI THEATRE	6271			No	\$2,276.01	\$0.00
Total for Check # 26465							\$2,276.01	\$0.00
Total for Act Acct 6271							<b>\$2,545.57</b>	<b>\$0.00</b>
<b>Total of all Checks Selected:</b>							<b>\$38,037.17</b>	<b>\$76.08</b>

\*Note: This report does not include the Journal Adjustments

MCKINLEYVILLE HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.	
23530	02/01/2024	STEVE NYSTROM	992						
	SCRIPTS	DRAMA CLUB	115			No	\$94.26	\$0.00	
							<b>Total for Check # 23530</b>	\$94.26	\$0.00
							<b>Total for Act Acct 115</b>	<b>\$94.26</b>	<b>\$0.00</b>
23537	02/01/2024	LOST COAST CREATIONS	992						
	LINK SHIRTS 23-24	L.I.N.K.	117		M08172023	No	\$70.88	\$0.00	
							<b>Total for Check # 23537</b>	\$70.88	\$0.00
							<b>Total for Act Acct 117</b>	<b>\$70.88</b>	<b>\$0.00</b>
23540	02/12/2024	EMILY RODRIGUES	992						
	DECEMBER GAME SUPPLIES	FFA	118			No	\$40.14	\$0.00	
							<b>Total for Check # 23540</b>	\$40.14	\$0.00
23541	02/12/2024	NATIONAL FFA ORGANIZ	992						
	FFA JACKETS	FFA	118		MDS316145	No	\$1,017.00	\$0.00	
	FFA JACKETS	FFA	118		MDS317095	No	\$81.00	\$0.00	
							<b>Total for Check # 23541</b>	<b>\$1,098.00</b>	<b>\$0.00</b>
							<b>Total for Act Acct 118</b>	<b>\$1,138.14</b>	<b>\$0.00</b>
23106	02/02/2024	ACCALIA OTTING	992	02/02/2024					
	VOID: CHECK	CLASS OF 2024	134			No	(\$15.27)	\$0.00	
							<b>Total for Check # 23106</b>	(\$15.27)	\$0.00
23554	02/29/2024	MCK, COMMUNITY SERV	992						
	PROM VENUE/ DEPOSIT	CLASS OF 2024	134		6/8/24	No	\$100.00	\$0.00	
							<b>Total for Check # 23554</b>	\$100.00	\$0.00
							<b>Total for Act Acct 134</b>	<b>\$84.73</b>	<b>\$0.00</b>
23528	02/01/2024	NORTHERN HUMBOLDT	992						
	CUSTODIAL/ WINTER FORMAL	CLASS OF 2025	136		24-00045	No	\$150.00	\$0.00	
							<b>Total for Check # 23528</b>	\$150.00	\$0.00
							<b>Total for Act Acct 136</b>	<b>\$150.00</b>	<b>\$0.00</b>
23041	02/02/2024	LOST COAST CREATIONS	992	02/02/2024					
	VOID: CHECK	CLASS OF 2026	139			No	(\$21.70)	\$0.00	
							<b>Total for Check # 23041</b>	(\$21.70)	\$0.00
23538	02/12/2024	U.S BANK CORPORATE P	992						
	CONCESS SUPPLIES/ CAL CARD	CLASS OF 2026	139			No	\$233.95	\$0.00	



MCKINLEYVILLE HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
Total for Check # 23538							\$233.95	\$0.00
23539	02/12/2024	LOST COAST CREATIONS	992					
	VOID/ REISSUE CHECK/HC EXP	CLASS OF 2026	139			No	\$21.70	\$0.00
Total for Check # 23539							\$21.70	\$0.00
Total for Act Acct 139							<b>\$233.95</b>	<b>\$0.00</b>
23556	02/29/2024	SEAN CURRY	992					
	SUPPLIES/ MATERIALS	FUTURE BUILDERS AMERICA	155			No	\$329.99	\$0.00
Total for Check # 23556							\$329.99	\$0.00
Total for Act Acct 155							<b>\$329.99</b>	<b>\$0.00</b>
23555	02/29/2024	TIFFANY BULLMAN	992					
	FOOD SUPPLIES	CULINARY ARTS	173			No	\$732.61	\$0.00
Total for Check # 23555							\$732.61	\$0.00
Total for Act Acct 173							<b>\$732.61</b>	<b>\$0.00</b>
23537	02/01/2024	LOST COAST CREATIONS	992					
	LINK SHIRTS 23-24	SCHOOL IMPROVEMENT FUND	201		M08172023	No	\$656.07	\$0.00
Total for Check # 23537							\$656.07	\$0.00
Total for Act Acct 201							<b>\$656.07</b>	<b>\$0.00</b>
23557	02/29/2024	LOS BAGELS	992					
	BAGELS	SCIENCE CLUB	290		236547	No	\$255.00	\$0.00
Total for Check # 23557							\$255.00	\$0.00
Total for Act Acct 290							<b>\$255.00</b>	<b>\$0.00</b>
23532	02/01/2024	SHANNA MCCRACKEN	992					
	SUPPLIES/ COOKIE MIX JARS	GIRL'S SOFTBALL	430			No	\$601.25	\$0.00
Total for Check # 23532							\$601.25	\$0.00
23549	02/29/2024	PV HIGH SCHOOL	992					
	TOURNAMENT ENTRY FEE	GIRL'S SOFTBALL	430		3/8/24	No	\$500.00	\$0.00
Total for Check # 23549							\$500.00	\$0.00
23550	02/29/2024	SHANNA MCCRACKEN	992					
	SUPPLIES/ EQUIP.	GIRL'S SOFTBALL	430			No	\$450.76	\$0.00
	SUPPLIES/ EQUIP.	GIRL'S SOFTBALL	430			No	\$551.13	\$0.00
Total for Check # 23550							\$1,001.89	\$0.00
Total for Act Acct 430							<b>\$2,103.14</b>	<b>\$0.00</b>

**List of Checks by Account and Check Number  
MCKINLEYVILLE HIGH SCHOOL**

**FEBRUARY 2024**

Check No.	Date	Payee	GL Acct	Date Cancelled		1099	Amount	Tax Amt.
	Note	Account Name	Account	Purchase	Invoice No.			
23533	02/01/2024	HUMB. DEL NORTE CIF A	992					
	FROSH OFFICIALS	GIRLS BASKETBALL	450		449	Yes	\$300.00	\$0.00
	TOURNAMENT OFFICIALS	GIRLS BASKETBALL	450		449	Yes	\$1,896.00	\$0.00
Total for Check # 23533							\$2,196.00	\$0.00
23535	02/01/2024	NORTHERN HUMBOLDT	992					
	JV TRANSPORTATION/ UKIAH	GIRLS BASKETBALL	450		02400190	No	\$285.87	\$0.00
Total for Check # 23535							\$285.87	\$0.00
23546	02/29/2024	RAY TURNER	992					
	PIZZA/ TEAM DINNER	GIRLS BASKETBALL	450			No	\$98.00	\$0.00
Total for Check # 23546							\$98.00	\$0.00
23547	02/29/2024	NORTHERN HUMBOLDT	992					
	TRANSPORTATION/ HOOPA	GIRLS BASKETBALL	450		02400278	No	\$344.19	\$0.00
	TRANSPORTATION/ UKIAH	GIRLS BASKETBALL	450		02400215	No	\$805.20	\$0.00
Total for Check # 23547							\$1,149.39	\$0.00
Total for Act Acct 450							\$3,729.26	\$0.00
23533	02/01/2024	HUMB. DEL NORTE CIF A	992					
	B BBALL BUDGET/ OFFICIALS	GENERAL ATHLETICS	501		449	Yes	\$900.00	\$0.00
Total for Check # 23533							\$900.00	\$0.00
23536	02/01/2024	SPORTS WORLD	992					
	ENGRAVING/ NICLAI TROPHY	GENERAL ATHLETICS	501		012062	No	\$71.01	\$0.00
Total for Check # 23536							\$71.01	\$0.00
23543	02/12/2024	HUMB. DEL NORTE CIF A	992					
	NICLAI/ B BBALL @ CR 2/8/24	GENERAL ATHLETICS	501			No	\$392.00	\$0.00
	NICLAI/ B BBALL @ CR 2/8/24	GENERAL ATHLETICS	501			No	\$733.00	\$0.00
	NICLAI/ B BBALL VS AHS 2/5/24	GENERAL ATHLETICS	501			No	\$2,071.80	\$0.00
	NICLAI/ B BBALL VS FHS 2/6/24	GENERAL ATHLETICS	501			No	\$819.00	\$0.00
	NICLAI/ G BBALL @ CR 2/7/24	GENERAL ATHLETICS	501			No	\$140.00	\$0.00
	NICLAI/ G BBALL @ CR 2/7/24	GENERAL ATHLETICS	501			No	\$412.00	\$0.00

MCKINLEYVILLE HIGH SCHOOL

FEBRUARY 2024

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled Purchase	Invoice No.	1099	Amount	Tax Amt.
Total for Check # 23543							\$4,567.80	\$0.00
23544	02/12/2024	EDDIE CLAROS	992					
	REIMB. TRACK LODGING/ 2023	GENERAL ATHLETICS	501			No	\$789.82	\$0.00
Total for Check # 23544							\$789.82	\$0.00
23545	02/29/2024	HUMB. DEL NORTE CIF A	992					
	NICLAI TOURNAMENT @ HSU	GENERAL ATHLETICS	501		2/9/24	No	\$850.00	\$0.00
	NICLAI TOURNAMENT @ HSU	GENERAL ATHLETICS	501		2/9/24	No	\$9,299.08	\$0.00
Total for Check # 23545							\$10,149.08	\$0.00
Total for Act Acct 501							\$16,477.71	\$0.00
23551	02/29/2024	MICHAEL DOBREC	992					
	INDOOR BATTING CAGE	BASEBALL FUNDRAISER	505	243		No	\$4,316.21	\$310.46
Total for Check # 23551							\$4,316.21	\$310.46
23552	02/29/2024	MICHAEL DOBREC	992					
	PITCHING MACHINE BALLS	BASEBALL FUNDRAISER	505	244		No	\$213.58	\$18.82
Total for Check # 23552							\$213.58	\$18.82
23553	02/29/2024	APP IMPRINTS, LLC	992					
	HOODED SWEATSHIRTS	BASEBALL FUNDRAISER	505	247	111697	No	\$1,057.03	\$0.00
Total for Check # 23553							\$1,057.03	\$0.00
Total for Act Acct 505							\$5,586.82	\$329.28
23533	02/01/2024	HUMB. DEL NORTE CIF A	992					
	FROSH OFFICIALS	BOYS BASKETBALL	520		449	Yes	\$300.00	\$0.00
	TOURNAMENT OFFICIALS	BOYS BASKETBALL	520		449	Yes	\$1,377.00	\$0.00
Total for Check # 23533							\$1,677.00	\$0.00
23542	02/12/2024	NORTHERN HUMBOLDT	992					
	TRANSPORTATIO N/ REDDING	BOYS BASKETBALL	520		02400225	No	\$1,366.45	\$0.00
Total for Check # 23542							\$1,366.45	\$0.00
23548	02/29/2024	CHRIS DAVIS	992					

MCKINLEYVILLE HIGH SCHOOL

FEBRUARY 2024

Check No.	Date	Payee	GL Acct	Date Cancelled	1099	Amount	Tax Amt.	
	Note	Account Name	Account	Purchase	Invoice No.			
	CONCESSION SUPPLIES	BOYS BASKETBALL	520			No	\$247.09	\$0.00
Total for Check # 23548							\$247.09	\$0.00
Total for Act Acct 520							\$3,290.54	\$0.00
23533	02/01/2024	HUMB. DEL NORTE CIF A	992					
	TOURNAMENT OFFICIALS	WRESTLING TOUR. FUNDRAISI	540		449	Yes	\$1,496.20	\$0.00
Total for Check # 23533							\$1,496.20	\$0.00
23534	02/01/2024	ENGRAVABILITY	992					
	TOURNAMENT TROPHIES	WRESTLING TOUR. FUNDRAISI	540		12/2023	No	\$468.72	\$0.00
Total for Check # 23534							\$468.72	\$0.00
Total for Act Acct 540							\$1,964.92	\$0.00
23531	02/01/2024	WASHINGTON VERA	992					
	COURT SQUEEGEE & CASTERS	B.Tennis	560			No	\$41.77	\$0.00
Total for Check # 23531							\$41.77	\$0.00
Total for Act Acct 560							\$41.77	\$0.00
23529	02/01/2024	HANNAH VAN DUZER	992					
	CANDY GRAM SUPPLIES	ASB GENERAL	800			No	\$99.37	\$0.00
	RAK WEEK SUPPLIES	ASB GENERAL	800			No	\$46.31	\$0.00
Total for Check # 23529							\$145.68	\$0.00
Total for Act Acct 800							\$145.68	\$0.00
<b>Total of all Checks Selected:</b>							<b>\$37,085.47</b>	<b>\$329.28</b>

\*Note: This report does not include the Journal Adjustments



# Arcata High School Principal's Report

Northern Humboldt Union School District Board

February 2024

***LCAP Goal 1: By June of 2024, all instructional staff will develop and implement increasingly effective, engaging, equitable, and rigorous Universal Design for Learning (UDL) and culturally responsive instructional strategies, as measured by improved district-wide student data.***

Ms. Schienke's World History class participated in **National History Day** on March 2nd held at Cal Poly Humboldt. This is a large scale, multi-step project which involves student choice at every stage. Students choose whether to work as an individual or as a group. Students then select a topic that fits their interests and conduct extensive research. The students can present their research in one of six forms: website, exhibit, performance, documentary, performance, or research paper. Students can participate in the county-level History Day competition held at Cal Poly. Ms. Schienke had students competing from both AHS and Six Rivers. Of the 30 students enrolled in the World History class, 24 registered to compete for themselves and Arcata High. and six projects earned medals for AHS and 14 for Six Rivers. **Ms. Schienke's students are poised to move on to state-level competition!**

Arcata High School believes that athletic competition is an extension of the classroom. Students learn valuable lessons that they can apply to their entire lives through sports. Congratulations to the AHS Women's Basketball Team who claimed 2nd place in the NorCal CIF Championships. This is a remarkable accomplishment the hard work and dedication of this outstanding team

Our Science Team will be traveling together in a week to the National Science Teachers Association (NSTA) conference. Teachers have already booked workshops focused on NGSS standards, student engagement, and best practices. Teacher selected PD has been a priority of Department Chairs at AHS.

***LCAP Goal 2: By June of 2024, schools will increasingly meet the inclusive social, emotional, and behavioral needs of all students through aligning our instruction, student support systems, policies & procedures to the Multi-Tiered Systems of Support (MTSS) & Culturally Responsive Practice (CRP) research-based frameworks as measured by improved student data.***

Students seeking restorative solutions to complex conflicts now have one more option. Lori Meadows is now providing conflict resolutions for students through formal mediation and restorative circles.

*The admin team has welcomed Tina, our Alcohol and Other Drugs counselor, to the AHS team. Already, she has provided an immediate resource to support students and provide more targeted interventions for students being disciplined for substance use.*

***LCAP Goal 3: By June of 2024, schools and the District will foster equity and inclusivity across all campuses by using educational partner feedback in improvement cycles to strengthen our Multi-Tiered System of Support (MTSS) and District policies and systems, as evidenced by multiple measures of student, family and community engagement.***

*Each year, the Association of California School Administrators recognizes 19 pre-K-adult students, one from each geographic region, and two California adult education students, for overcoming the odds and achieving success. Congratulations to Tanner Via Root, who earned the Every Student Succeeding Award ACSA award winner for Region 1 as a student who overcame significant challenges. This prestigious award recognizes exceptional students who have made the most of the resources and support provided by their school. Tanner will be honored with a scholarship at the Region 1 ACSA conference.*

*All Students seeking help filling out FAFSA or CADAA applications have been invited to the Tiger Opportunity Center (TOC) to discuss financial aid options. Cal-SOAP success coaches are in the TOC Monday through Friday.*

*Social Science Teachers Jennifer Rosebrook and Jennifer Coriell are participating in two Ethnic Studies courses at UC Riverside to develop a curriculum for courses at AHS.*

*Recently, I traveled to Enterprise High School to take part in their WASC Review. This trip provided a great deal of learning and insight about how the district resources supported and nurtured the admin team and staff to foster systems and exemplary practices that fit their school. as they worked through tough challenges in their first two years to become an exemplary program provided me with great ideas to bring back to AHS.*

# McKinleyville High School

## Northern Humboldt Union High School

### March 2024

**LCAP Goal #1:** By June of 2024, all instructional staff will develop and implement increasingly effective, engaging, equitable, and rigorous Universal Design for Learning (UDL) and culturally responsive instructional strategies, as measured by improved district-wide student data.

**Progress towards goals:** In her role as Instructional Coach, Rachel Watson continues to be a great resource for teachers who are looking to improve their instructional practices. Recently, Rachel and Danielle Witten from Arcata High School had the opportunity to attend the California Association of Teachers of English (CATE) conference and brought back resources to share with the staff and allow the staff to make appointments to delve into the resources further. Here is the [LINK](#) to one of those resources titled TQE and here is the [LINK](#) to Head, Heart, Conscience Teaching. Additionally, the following [Culturally Responsive Teaching Session](#) is free for educators.

**LCAP Goal #2:** By June of 2024, schools will increasingly meet the inclusive social, emotional, and behavioral needs of all students through aligning our instruction, student support systems, policies & procedures to the Multi-Tiered Systems of Support (MTSS) & Culturally Responsive Practice (CRP) research-based frameworks as measured by improved student data.

**Progress towards goals:** Term 4 at MHS concluded on March 1st. Departments selected their Panthers of the Term. The updated list of those students honored can be found [HERE](#)

CAASPP testing begins on Tuesday, March 12th and will run through the month of March. The testing schedule can be found at this [LINK](#). Testing coordinators and department chairs in English/Language Arts and Math attended a training last October and interim tests were administered recently in the hope that MHS will show improvement. Students taking the tests will also have the opportunity to enter in a drawing for prizes.

**LCAP Goal #3:** By June of 2024, schools and the District will foster equity and inclusivity across all campuses, by using educational partner feedback in improvement cycles to strengthen our Multi-Tiered System of Support (MTSS) and District policies and systems, as evidenced by multiple measures of student, family and community engagement.

**Progress towards goals:** On Friday, March 1st, students from MHS had the opportunity to participate in Read Across MackTown. MHS students went out to our feeder schools and read stories to eager elementary aged students. Here is a [SCHEDULE](#) for that day, which includes the schools that were visited by MHS students. In addition to being read to, elementary school students were also treated to performances by students in the Advanced Theatre Workshop class.

On Wednesday, March 6th, 11 members of the MHS FFA program received their State FFA Degrees which is the highest degree the state organization can award to its members. The students who earned the award have spent the last 3-4 years putting in the work which helped them earn this degree. Congratulations to Wyatt Christie, Leah Circe, Caroline Cole, McKenzie Frick, Nathan Gifford, Hailey Holcomb, Connor Jones, Logan Lende, Sarah Morais, Kylee Moreland-Baker, and Jace Thomson.



MHS students did well at the recent Humboldt County History Day held at Cal Poly Humboldt. Under the guidance of Social Science teachers Tiffany Bullman, Mike Chatfield, and Drew Riddle the following students were chosen as champions:

- AJ Garcia–Individual Documentary
- Camila Farias–Individual Website
- Zoey Johnson–Individual Exhibit
- Allison Cornish–Individual Exhibit
- McKennah Sargent and Rylee Phillips–Group Exhibit
- Keira McWilliams and Jaz Goodwin–Group Exhibit
- Alana Robinson and McKenna Miller–Group Exhibit

In addition to the students who were chosen as champions, the following students received special recognition:

- Hannah McCullough–Individual Exhibit (League of Women Voters Award)
- Carter Reeves–Individual Exhibit (Judge’s Special Award)
- Alana Robinson and McKenna Miller–Group Exhibit (League of Women Voters Award)

Congratulations to all of the winners, as well as all of the students who participated in Humboldt County History Day and represented MHS in a positive fashion.

Sincerely,  
Dustin Dutra



## Six Rivers Principal's Board Report

### Northern Humboldt Union School District Board February 2024

**LCAP Goal 1:** By June of 2024, all instructional staff will develop and implement increasingly effective, engaging, equitable, and rigorous Universal Design for Learning (UDL) and culturally responsive instructional strategies, as measured by improved district-wide student data.

**Progress towards goal:** UDL principles advocate for flexibility and inclusivity in education. In Science, Ms. Schmidt had this to say about her UDL journey, “as I integrate UDL practices into my Biology curriculum, students now have the autonomy to select their preferred method of initial learning, whether through interactive modules, online resources, or educational videos, fostering a more personalized and enriching educational experience. I think this approach not only accommodates diverse learning styles but also empowers students to take ownership of their learning journey.” In our Math classes, Mr. Koczera has provided more options on Review days so that students can choose review materials that fit a variety of learning styles. At this Saturday's County History Day competition at Cal Poly, Six Rivers' sophomores, juniors and seniors took 14 champion medals & have qualified to attend the state competition in Sacramento in April.

**LCAP Goal 2:** By June of 2024, schools will increasingly meet the inclusive social, emotional, and behavioral needs of all students through aligning our instruction, student support systems, policies & procedures to the Multi-Tiered Systems of Support (MTSS) & Culturally Responsive Practice (CRP) research-based frameworks as measured by improved student data.

**Progress towards goal:** In addition to our UDL practices, we are ramping up to start our Save the California Salmon unit again to our Sophomore students. We're thrilled to share that our students are currently immersed in the Steelhead in the Classroom program in partnership with HCOE and Mad River Hatchery, as a part of a larger salmon project integrated across sophomore classes. Since February, they've been nurturing steelhead eggs, witnessing their hatching into alevins, and now, in Biology, they're monitoring their growth and feeding, while in chemistry, they're conducting water testing. This hands-on, interdisciplinary project offers invaluable learning opportunities, fostering a deeper connection with ecology and responsibility towards the environment. The fry will be released near the Mad River Hatchery in April, marking the culmination of their efforts. Since Mr. Koczera is teaching our Integrated Math II class, he will be working with Ms. Zapper to create a Math connection using real-life data collection as a way to integrate the Salmon unit into our Math curriculum. In addition, Ms. Froloff has been incorporating Ross Gay's “The Book of Delights” into her Sophomore classes as a way to integrate BIPOC authors into her curriculum that don't center on only painful and traumatic experiences. By using this book of essays, students are given a chance to recognize that while those experiences exist, that it is important to also celebrate the everyday joys, passions, and triumphs of the BIPOC experience. This is just a couple of examples how our teachers have been incorporating Culturally Responsive Practices into their teaching this month.

**LCAP Goal 3:** By June of 2024, schools and the District will foster equity and inclusivity across all campuses, by using educational partner feedback in improvement cycles to strengthen our Multi-Tiered System of Support (MTSS) and District policies and systems, as evidenced by multiple measures of student, family and community engagement.

**Progress towards goal:** We have been looking at our feedback data and looking at ways that we can continue to improve our systems and practices to best support our students, families and communities. Now that we have completed two SRSS (Student Risk Screening Scale) we will present that data along with attendance and academic data to our Educational Partners Advisory Committee for further feedback.

Respectfully submitted,  
Jen Coleman  
Principal

# Arcata High School Student Board Representative Report

Prepared by Taylor Nada

March 6, 2023

## I. Recent Events

- A. Valentines - Valentines was a huge success for ARMACK, with many orders both on and off campus.
- B. Disastershock Presentations - I and several other students associated with the Disastershock Global response team have been giving presentations to local organizations and classes to spread our mission and collect money for projects.
- C. Presidents Break - Students returned from President's Break, but are feeling the pressure of school and many are finding it hard to motivate.

## II. Sports

- A. The girls' basketball team made it to the final game of the season and played an amazing game before falling just short of the Saint Bernards team, taking 2nd place in the overall tournament. Many students showed up to CR to show their support.

## III. Upcoming Events

- A. San Francisco Multicultural Trip - the French and Spanish classes, led by the honor societies of each, will be traveling to San Fransico for a multicultural trip where they will be visiting the mission district and several museums.
- B. Alice By Heart - AAI will be presenting the play Alice By Heart on April 4th, 5th, and 6th! This is a really beautiful play and I highly recommend coming to support. Get tickets now at [tinyurl.com/aaiah](https://tinyurl.com/aaiah)
- C. Virtual College Info Night - A college info night will be held for Junior and Sophomore families on March 28th from 6:00 to 7:30.
- D. Seal of Biliteracy Interviews - students seeking to obtain their Seals of Biliteracy will be attending oral interviews on March 23rd at Cal Poly.

## IV. Areas to Grow

- A. I know it has been very challenging to create a schedule that works, but students are still very confused and upset by the abnormal timing on Fridays. This may be something to think about moving into future years.
- B. Students are hearing that the FAFSA is a graduation requirement, which is very upsetting to the students who are not planning to go to college or who do not wish to receive financial aid for other reasons. Clarifying or modifying this policy may be beneficial given the changing norms of attending college immediately after high school.

Zoey Johnson  
March 5, 2023

## **Mckinleyville High Student Board Report**

### Past/Current Events

Read Across Mack Town went very well. Mack High students read to kids at Dows Prairie, Morris, Blue Lake, and Fieldbrook school. This is always a very fun and positive experience for both the elementary students and Mack High!

Karuk Language Classes have started and are held at Study Hall each Thursday on campus.

Sports:

Spring sports have begun! Softball is doing well and has a tournament in Chico this weekend. Baseball, track, and boys tennis have all begun practicing as well.

### Upcoming Events

The Drama Department has begun preparing for their spring play “Fools” and “Sneeze.” It is always a great fundraiser for the group and a cool experience for the school and community.

### Student Voices

Water in bathrooms...

I have heard many complaints from students using both the guys and girls bathrooms that the sinks in the bathrooms do not work well. The water comes out freezing cold and the pressure is often very weak. To get the water to come out you also need to have one hand pressing down on the button so you can't really wash your hands properly.

Hallways + Heat...

As the weather has been cold and rainy lately I have also heard concerns about the heat in the classrooms and the rain in the hallways. The classrooms cannot control their own temperature which leads to certain classrooms staying warm and comfortable while others are freezing. Our campus is also very open to the elements with very little covered area other than the hallways. Even in the hallways there have been leaks and people crowd together along the walls to try to stay dry. This leads to congestion and makes it hard to get from class to class. In addition to that with the new rules about locking the exterior doors it makes it much harder for students to get in when they have to park in the back parking lot and walk around the whole school in the rain without awnings to stand under.

Best regards,  
Zoey Johnson

## District Report March

SRCHS Student Board Member report

Violet Miller Wuest

Date: March 6

Presidents week: The break allowed students to rest and recuperate. Students seem to be in good spirits now that they're back at school.

New attendance policy: the new policy for late students has been well received. Students who are late go to the office to have their attendance updated. This has made it easier for teachers who have to stop less for class, and less awkward for students who are late and now can just slip in.

New Late Work Policy: we have a new late work policy. Students have to contact a teacher with 24 hour notice if they want an extension. We are still testing this policy out and are excited for the results.

CHKS: We have completed our yearly student California Healthy Kids Survey.

History day: we had a wide variety of projects and topics. In total we had 40 kids go to county, We placed quite and earned 14 metals. As such 22 kids are invited to state.

Lcap: We had high participation levels and the students of the senior class gave good feedback and ideas.

Term 4 Assembly: on March 7th we will have our term 4 assembly. We have put out forms and are ready to announce the winners for Pirate of the Term.

Mario day and Pi day: Leadership class has planned our yearly Mario day and Pi day celebrations. Festivities will include movies, pies, and dressing up. The students are very excited.

Seniors: have mostly completed scholarships and are starting their Senior Projects.

New Student Board Representatives: we are in the process of promoting being a student board representative. We have seen a good handful of students who are interested.

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES AND CASH  
2023-2024 FISCAL YEAR AS OF 1/31/24**

	Revised Budget		Budget Revisions		Received/ Expended	Percent
<b><u>REVENUE</u></b>						
Revenue Limit Sources	19,896,387	\$	183,323		11,548,752	58%
Other Federal	7,223,850	\$	2,180,108		1,983,148	27%
Other State	2,822,785	\$	743,698		1,101,807	39%
Other Local	5,265,586	\$	541,738		1,793,071	34%
<b>TOTAL REVENUE</b>	<b>\$ 35,208,608</b>	<b>\$</b>	<b>3,648,867</b>	<b>\$</b>	<b>16,426,777</b>	<b>47%</b>
<b><u>EXPENDITURES</u></b>						
Certificated Salaries	12,070,154	\$	1,528,606	\$	6,486,278	54%
Classified Salaries	4,667,496	\$	672,054		2,546,045	55%
Employee Benefits	9,117,011	\$	359,063		4,442,813	49%
Books, Supplies	1,897,996	\$	534,794		849,171	45%
Contracted Services	5,800,030	\$	1,857,004		2,666,578	46%
Capital Outlay	1,681,081	\$	50,760		367,891	22%
Tuition & Other Outgoing	232,817	\$	100,737		352	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,466,585</b>	<b>\$</b>	<b>5,103,018</b>	<b>\$</b>	<b>17,359,128</b>	<b>49%</b>
<b>REVENUE LESS EXPENSE</b>	<b>\$ (257,977)</b>			<b>\$</b>	<b>(932,351)</b>	
<b><u>OTHER FINANCING SOURCES/USES</u></b>						
Transfers In - Sources	126,912	\$	-		0	0%
Transfers Out - Uses	(172,473)	\$	62,017		(234,490)	136%
<b>TOTAL OTHER FINANCING SOURCES/USES</b>	<b>\$ (45,561)</b>	<b>\$</b>	<b>62,017</b>	<b>\$</b>	<b>(234,490)</b>	
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (303,538)</b>			<b>\$</b>	<b>(1,166,841)</b>	
<b>BEGINNING BALANCE</b>	<b>\$ 7,723,260</b>			<b>\$</b>	<b>7,723,258</b>	
<b>ENDING BALANCE</b>	<b>\$ 7,419,722</b>			<b>\$</b>	<b>6,556,417</b>	
<b>SPECIAL RESERVE BALANCE</b>				<b>\$</b>	<b>1,268,411</b>	
<b>TOTAL GENERAL FUND &amp; SPECIAL RESERVE</b>				<b>\$</b>	<b>7,824,828</b>	



## NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM:** 6.1-6.2

**SUBJECT:**

Reduction in Force

**DEPARTMENT/PROGRAM:**

Human Resources/Collective Bargaining

**ACTION REQUESTED:**

- 6.1 Recommend approval of Resolution 4/2023-24, Reduction or Discontinuance of Certain Particular Kinds of Services for the 2024-25 School Year
- 6.2 Recommend approval of Resolution 5/2023-24, Elimination of Certain Positions in the Permanent Classified Service and Directing Notification of Classified Employees

**PREVIOUS STAFF/BOARD ACTION:**

Board approves each year as necessary.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

- 6.1 In accordance with Education Code 44949 and 44955, the district is required to notify certificated staff by March 15 of any layoffs for the next school year.
- 6.2 In accordance with AB 438, permanent classified employees must be notified by March 15.

Layoffs are necessary to implement for any one or combination of the following reasons:

1. Reduction in student enrollment
2. Change in student course registration trends and/or enrollment, and employee leaves, transfers or re-assignments.
3. Reduction in State funds primarily a reduction in our "revenue limit."
4. Reduction in "other" funds we are counting on to fund personnel. Examples include: the end and/or elimination of grants, decrease/elimination of federal funds, or the decrease/elimination of other restricted monies.

Positions will be reinstated once funding sources, enrollment funds, and teaching assignments become more clear. Note: These are conservative estimates

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON:**

Roger Macdonald, Superintendent



## Northern Humboldt Union High School District

2755 McKinleyville Avenue, McKinleyville, CA 95519-3400  
TELEPHONE: (707) 839-6470 • FAX: (707) 839-6477  
www.nohum.org

**ROGER MACDONALD**  
District Superintendent

**CINDY VICKERS**  
Director of Fiscal Services

**GAYLE CONWAY**  
Director of Student Services

March 8, 2024

### RECOMMENDATION OF THE DISTRICT SUPERINTENDENT CONCERNING REDUCTION OF CERTIFICATED SERVICES FOR THE 2024-2025 SCHOOL YEAR

Dear Governing Board:

I, Roger Macdonald, District Superintendent, NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT, hereby recommend to this Board that as of the end of the 2023-2024 school year, the following particular kinds of services now being provided by the District be reduced or discontinued as follows:

Eliminate the equivalent of:

- |   |                                  |
|---|----------------------------------|
| 1.0 FTE Dir. of Accountability/Programs | .2 FTE Foreign Language – French |
| .6 FTE Language Arts                    | .2 FTE Foreign Language - German |
| .2 FTE Agriculture                      | .2 FTE Mathematics               |
| .2 FTE CTE -- Business                  | .2 FTE Physical Education        |
| .2 FTE CTE – Building Trades            | .2 FTE Social Science            |
| .2 FTE Fine Arts                        |                                  |

Based upon the reduction or discontinuance of the particular kinds of services set forth above, it will be necessary to decrease the number of certificated employees in the District by the equivalent of 3.4 (fte) full-time positions for the ensuing 2024-2025 school year. It is further my recommendation that you authorize and direct me, or my designee, to initiate and pursue those procedures necessary not to reemploy the equivalent of 3.4 (fte) full-time equivalent certificated employees of this District pursuant to Education Code sections 44949 and 44955 because of such reduction or discontinuance of services.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Roger Macdonald", is written over the typed name.

Roger Macdonald



**BEFORE THE GOVERNING BOARD OF THE  
NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT  
HUMBOLDT COUNTY, CALIFORNIA**

In the Matter of the Reduction or            )            **RESOLUTION NO. 4/2023-2024**  
Discontinuance of Certain                    )  
Particular Kinds of Services for            )  
the 2024-2025 School Year                    )

WHEREAS the Board hereby finds that it is in the best interest of the NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT that, as of the end of the 2023-2024 school year, certain particular kinds of services now being provided by the District be reduced or discontinued as follows:

Eliminate the equivalent of:

- |   |                                  |
|---|----------------------------------|
| 1.0 FTE Dir. of Accountability/Programs | .2 FTE Foreign Language – French |
| .6 FTE Language Arts                    | .2 FTE Foreign Language - German |
| .2 FTE Agriculture                      | .2 FTE Mathematics               |
| .2 FTE CTE -- Business                  | .2 FTE Physical Education        |
| .2 FTE CTE – Building Trades            | .2 FTE Social Science            |
| .2 FTE Fine Arts                        |                                  |

WHEREAS, in the opinion of the Governing Board of this District it is necessary by reason of the aforementioned reduction and discontinuance of services to decrease the number of certificated employees by the equivalent of 3.4 (fte) full-time equivalent employees for the 2024-2025 school year;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT that, as of the end of the 2023-2024 school year the foregoing particular kinds of services now being provided by said District be and hereby are reduced to the extent hereinabove set forth.

BE IT FURTHER RESOLVED that the District Superintendent or Superintendent’s designee, be and hereby is authorized and directed to initiate and pursue procedures necessary not to reemploy the equivalent of 3.4 (fte) full time equivalent certificated employees of this District pursuant to Education Code sections 44949 and 44955 because of said reduction and discontinuance of services.

The foregoing Resolution was adopted by the Governing Board of the NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT on the 12th day of March, 2024, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Natalie Giannini, President, Governing Board

I, JoAnn Moore, Clerk of the Governing Board of the NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on March 12, 2024.

\_\_\_\_\_  
JoAnn Moore, Clerk, Governing Board



## Northern Humboldt Union High School District

2755 McKinleyville Avenue, McKinleyville, CA 95519-3400  
TELEPHONE: (707) 839-6470 • FAX: (707) 839-6477  
www.nohum.org

**ROGER MACDONALD**  
District Superintendent

**CINDY VICKERS**  
Director of Fiscal Services

**GAYLE CONWAY**  
Director of Student Services

March 7, 2024

RECOMMENDATION OF ROGER MACDONALD, SUPERINTENDENT,  
CONCERNING REDUCTION OF PERMANENT CLASSIFIED SERVICES  
FOR THE 2024-2025 SCHOOL YEAR

Dear Governing Board:

I, Roger Macdonald, Superintendent of the Northern Humboldt Union High School District, hereby recommend to you that, due to lack of work and/or lack of funds and/or compliance with the seniority requirements of the Education Code, the classified positions below be eliminated effective at the end of the 2023-2024 school year,

1. HBTS Project Navigator
2. HBTS Project Navigator II
3. Career and College Coordinator II
4. TPP Caseworker
5. Accompanist

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Roger Macdonald", is written over the typed name.

Roger Macdonald

**BEFORE THE BOARD OF TRUSTEES OF THE  
NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT  
HUMBOLDT COUNTY, CALIFORNIA**

In the Matter of the Elimination of Certain )  
Positions in the Permanent Classified ) **RESOLUTION NO. 5/2023-24**  
Service and Directing Notification of )  
Classified Employees )

WHEREAS, Northern Humboldt Union High School District (“District”) maintains the following positions within the classified/management service:

1. HBTS Project Navigator
2. HBTS Project Navigator II
3. Career and College Coordinator II
4. TPP Caseworker
5. Accompanist

WHEREAS, due to cause, including lack of work and/or lack of funds and/or for compliance with the seniority requirements of the Education Code, The Board of Trustees hereby finds that it will be necessary to eliminate certain services to the following extent:

1. HBTS Project Navigator – 7.5 hours/day (1 position)
2. HBTS Project Navigator II – 7.5 hours/day (1 position)
3. Career and College Coordinator II – 6 hours/day (1 position)
4. TPP Caseworker – 1.4 hrs/day (1 position)
5. Accompanist – 2 hrs/day (1 position)

NOW, THEREFORE, IT IS RESOLVED by the Governing Board that as of the end of the 2023-2024 school year the above-referenced classified positions shall be eliminated or reduced by the District to the extent set forth herein.

BE IT FURTHER RESOLVED that, pursuant to Education Code sections 45117, 45298, and 45308, the Superintendent or Superintendent’s designee is authorized and directed to initiate and pursue procedures necessary to terminate the employment of classified employees due to the elimination of the above-referenced classified positions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Northern Humboldt Union High School District on March 12, 2024, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Natalie Giannini, President, Board of Trustees

I, JoAnn Moore, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on March 12, 2024.

\_\_\_\_\_  
JoAnn Moore, Clerk/Secretary, Board of Trustees



## NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM:** 6.3

**SUBJECT:**

New Position

**DEPARTMENT/PROGRAM:**

Human Resources/Collective Bargaining

**ACTION REQUESTED:**

Recommend approval of new job description and salary placement for Director of Educational Services position

**PREVIOUS STAFF/BOARD ACTION:**

n/a

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Job will be in replacement of the Director of Accountability/Programs elimination.

**FISCAL IMPLICATIONS:**

Replacing a previous administrative position.

**CONTACT PERSON:**

Roger Macdonald, Superintendent



## NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM:** 7.1

**SUBJECT:**

Claim for Damages

**DEPARTMENT/PROGRAM:**

District

**ACTION REQUESTED:**

Keenan Associates has reviewed this claim. Based upon their recommendation, the Board is advised to reject Claim No. 624777

**PREVIOUS STAFF/BOARD ACTION:**

As the insured, we take the recommendation of Keenan for further action.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

N/A

**CONTACT PERSON:**

Roger Macdonald, Superintendent

March 04, 2024

Northern Humboldt Union High School District  
2755 McKinleyville Av  
Mckinleyville, CA 95519-3400

RE: Linden Glavich vs. Northern Humboldt Union High School District  
Date of Loss: 08/24/23(for this notice) – 10/3/22  
Keenan Claim No.: 624777

Dear Tammy:

We have reviewed the above claim, which you have reported and request that you take the action indicated below:

- CLAIM REJECTION: Reject claim in accordance with Government Code, section 913.
- LATE CLAIM: Do NOT reject claim but RETURN it for failure to file within time limit prescribed in Government Code, section 911.2. Transmittal NOT to contain "WARNING" required by section 913 but should advise that the recourse is to file "Application for Leave to File Late Claim" as provided in Government Code, section 911.4. This must be returned within 45 days of the date claim mailed or delivered.
- INSUFFICIENT/DEFECTIVE CLAIM: Send notice of insufficiency for failure to comply with Government Code, section 910 and/or 910.2 and/or 910.4 and cite the following specific insufficiencies:  
  
This must be sent within 20 days of your receipt of claim.
- AMENDED CLAIM: Reject claim as set forth in first paragraph above, CLAIM REJECTION.
- APPLICATION FOR LEAVE TO FILE LATE CLAIM: Reject the Application under Government Code, section 911.8.
- OPERATION OF LAW: Defer any written response pending our further advice.

Please provide us with a copy of any response requested above. If you have any questions, please contact me at (510)986-6750 Ext 8102.

Very truly yours,



Claims Examiner  
(510)986-6750, ext. 8102  
snewton@keen.com  
Property & Liability Claims Administration



## NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM:** 7.2

**SUBJECT:**

Certify the Second Interim Report

**DEPARTMENT/PROGRAM:**

Finance/Facilities

**ACTION REQUESTED:**

Recommend the Governing Board give the Second Interim report a positive certification.

**PREVIOUS STAFF/BOARD ACTION:**

The Board accepted and gave the First Interim a positive certification at the December 2023, Board meeting.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Education Code Section 42130 requires a first period (10/31) and second period (1/31) interim financial report. Each district must certify whether or not the district will be able to meet its financial obligations through the end of the current fiscal year and two subsequent fiscal years.

Based on the current financial data, the district will be able to meet its financial obligations through 2025-2026.

Please refer to All Funds and Cash Flow (pages 132-135) of the interim report for a summarized version of the Second Interim.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON:**

Cindy Vickers, Director of Fiscal Services

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
<b>CRITERIA AND STANDARDS (continued)</b>			<b>Met</b>	<b>Not Met</b>
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	X	
4	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.		X
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	
<b>SUPPLEMENTAL INFORMATION</b>			<b>No</b>	<b>Yes</b>
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	



**Second Interim  
DISTRICT CERTIFICATION OF INTERIM REPORT  
For the Fiscal Year 2023-24**

S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X
<b>SUPPLEMENTAL INFORMATION (continued)</b>			<b>No</b>	<b>Yes</b>
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?	X	
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2022-23) annual payment?	n/a	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	n/a	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since first interim in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since first interim in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	
			n/a	
<b>ADDITIONAL FISCAL INDICATORS</b>			<b>No</b>	<b>Yes</b>
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	1,451.66	1,451.66	1,416.07	1,451.66	0.00	0.0%
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)					0.00	
<b>4. Total, District Regular ADA</b> <b>(Sum of Lines A1 through A3)</b>	1,451.66	1,451.66	1,416.07	1,451.66	0.00	0.0%
<b>5. District Funded County Program ADA</b>						
a. County Community Schools		6.55	6.55	6.55	0.00	0.0%
b. Special Education-Special Day Class		1.76	1.76	1.76	0.00	0.0%
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year		1.53	1.53	1.53	0.00	0.0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
<b>g. Total, District Funded County Program ADA</b> <b>(Sum of Lines A5a through A5f)</b>	0.00	9.84	9.84	9.84	0.00	0.0%
<b>6. TOTAL DISTRICT ADA</b> <b>(Sum of Line A4 and Line A5g)</b>	1,451.66	1,461.50	1,425.91	1,461.50	0.00	0.0%
<b>7. Adults in Correctional Facilities</b>					0.00	
<b>8. Charter School ADA</b> <b>(Enter Charter School ADA using</b> <b>Tab C. Charter School ADA)</b>						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>B. COUNTY OFFICE OF EDUCATION</b>						
<b>1. County Program Alternative Education Grant ADA</b>						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
<b>d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)</b>	0.00	0.00	0.00	0.00	0.00	0.0%
<b>2. District Funded County Program ADA</b>						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]					0.00	
<b>g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)</b>	0.00	0.00	0.00	0.00	0.00	0.0%
<b>3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)</b>	0.00	0.00	0.00	0.00	0.00	0.0%
<b>4. Adults in Correctional Facilities</b>					0.00	
<b>5. County Operations Grant ADA</b>					0.00	
<b>6. Charter School ADA</b> (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>C. CHARTER SCHOOL ADA</b>						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
<b>FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.</b>						
<b>1. Total Charter School Regular ADA</b>					0.00	
<b>2. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)</b>	0.00	0.00	0.00	0.00	0.00	0.0%
<b>3. Charter School Funded County Program ADA</b>						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
<b>f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)</b>	0.00	0.00	0.00	0.00	0.00	0.0%
<b>4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)</b>	0.00	0.00	0.00	0.00	0.00	0.0%
<b>FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.</b>						
<b>5. Total Charter School Regular ADA</b>	89.00	92.19	92.19	92.19	0.00	0.0%
<b>6. Charter School County Program Alternative Education ADA</b>						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
<b>d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)</b>	0.00	0.00	0.00	0.00	0.00	0.0%
<b>7. Charter School Funded County Program ADA</b>						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
<b>f. Total, Charter School Funded County Program ADA</b>						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	89.00	92.19	92.19	92.19	0.00	0.0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	89.00	92.19	92.19	92.19	0.00	0.0%

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

**CRITERIA AND STANDARDS**

**1. CRITERION: Average Daily Attendance**

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's ADA Standard Percentage Range:

**1A. Calculating the District's ADA Variances**

DATA ENTRY: First Interim data that exist will be extracted into the first column, otherwise, enter data for all fiscal years. Second Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

Estimated Funded ADA

Fiscal Year		First Interim	Second Interim	Percent Change	Status
		Projected Year Totals (Form 01CSI, Item 1A)	Projected Year Totals (Form AI, Lines A4 and C4)		
Current Year (2023-24)	District Regular	1,452.97	1,451.66		
	Charter School	0.00	0.00		
	<b>Total ADA</b>	<b>1,452.97</b>	<b>1,451.66</b>	<b>(.1%)</b>	<b>Met</b>
1st Subsequent Year (2024-25)	District Regular	1,455.78	1,447.83		
	Charter School				
	<b>Total ADA</b>	<b>1,455.78</b>	<b>1,447.83</b>	<b>(.5%)</b>	<b>Met</b>
2nd Subsequent Year (2025-26)	District Regular	1,440.82	1,426.23		
	Charter School				
	<b>Total ADA</b>	<b>1,440.82</b>	<b>1,426.23</b>	<b>(1.0%)</b>	<b>Met</b>

**1B. Comparison of District ADA to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Funded ADA has not changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

2. **CRITERION: Enrollment**

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections

District's Enrollment Standard Percentage Range:

**2A. Calculating the District's Enrollment Variances**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Enrollment		Percent Change	Status
	First Interim (Form 01CSI, Item 2A)	Second Interim CBEDS/Projected		
Current Year (2023-24)				
District Regular	1,650.00	1,623.00		
Charter School				
<b>Total Enrollment</b>	<b>1,650.00</b>	<b>1,623.00</b>	<b>(1.6%)</b>	<b>Met</b>
1st Subsequent Year (2024-25)				
District Regular	1,650.00	1,623.00		
Charter School				
<b>Total Enrollment</b>	<b>1,650.00</b>	<b>1,623.00</b>	<b>(1.6%)</b>	<b>Met</b>
2nd Subsequent Year (2025-26)				
District Regular	1,650.00	1,623.00		
Charter School				
<b>Total Enrollment</b>	<b>1,650.00</b>	<b>1,623.00</b>	<b>(1.6%)</b>	<b>Met</b>

**2B. Comparison of District Enrollment to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment projections have not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

**Explanation:**

(required if NOT met)

3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. First Interim data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA	Enrollment	Historical Ratio of ADA to Enrollment
	Unaudited Actuals (Form A, Lines A4 and C4)	CBEDS Actual (Form 01CSI, Item 3A)	
Third Prior Year (2020-21)			
District Regular	1,428	1,550	
Charter School			
<b>Total ADA/Enrollment</b>	<b>1,428</b>	<b>1,550</b>	<b>92.1%</b>
Second Prior Year (2021-22)			
District Regular	1,425	1,620	
Charter School			
<b>Total ADA/Enrollment</b>	<b>1,425</b>	<b>1,620</b>	<b>88.0%</b>
First Prior Year (2022-23)			
District Regular	1,416	1,677	
Charter School			
<b>Total ADA/Enrollment</b>	<b>1,416</b>	<b>1,677</b>	<b>84.4%</b>
Historical Average Ratio:			88.2%
<b>District's ADA to Enrollment Standard (historical average ratio plus 0.5%):</b>			<b>88.7%</b>

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA	Enrollment	Ratio of ADA to Enrollment	Status
	(Form AI, Lines A4 and C4)	CBEDS/Projected (Criterion 2, Item 2A)		
Current Year (2023-24)				
District Regular	1,416	1,623		
Charter School	0			
<b>Total ADA/Enrollment</b>	<b>1,416</b>	<b>1,623</b>	<b>87.2%</b>	<b>Met</b>
1st Subsequent Year (2024-25)				
District Regular	1,416	1,623		
Charter School				
<b>Total ADA/Enrollment</b>	<b>1,416</b>	<b>1,623</b>	<b>87.2%</b>	<b>Met</b>
2nd Subsequent Year (2025-26)				
District Regular	1,416	1,623		
Charter School				
<b>Total ADA/Enrollment</b>	<b>1,416</b>	<b>1,623</b>	<b>87.2%</b>	<b>Met</b>

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)



4. CRITERION: LCFF Revenue

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's LCFF Revenue Standard Percentage Range: -2.0% to +2.0%

**4A. Calculating the District's Projected Change in LCFF Revenue**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)		Percent Change	Status
	First Interim (Form 01CSI, Item 4A)	Second Interim Projected Year Totals		
	Current Year (2023-24)	21,465,639.00		
1st Subsequent Year (2024-25)	22,310,855.00	21,713,546.00	(2.7%)	Not Met
2nd Subsequent Year (2025-26)	22,755,347.00	21,963,681.00	(3.5%)	Not Met

**4B. Comparison of District LCFF Revenue to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected LCFF revenue has changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting LCFF revenue.

**Explanation:**  
(required if NOT met)

2024-25 & 2025-26 – The projected revenue decreased in the two subsequent years due to the reduction of the COLA. In the first subsequent year the COLA dropped from 3.94% to 0.76% and from 3.29% to 2.73% the following year.

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000- 3999)	Total Expenditures (Form 01, Objects 1000- 7499)	
	Third Prior Year (2020-21)	12,595,645.72	
Second Prior Year (2021-22)	13,223,473.65	14,806,872.91	89.3%
First Prior Year (2022-23)	14,445,060.00	15,690,538.00	92.1%
Historical Average Ratio:			90.8%

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	3%	3%	3%
<b>District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):</b>	<b>87.8% to 93.8%</b>	<b>87.8% to 93.8%</b>	<b>87.8% to 93.8%</b>

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 011, Objects 1000- 3999)	Total Expenditures (Form 011, Objects 1000- 7499)		
	Current Year (2023-24)	15,573,212.00		
1st Subsequent Year (2024-25)	15,985,642.00	18,499,555.00	86.4%	Not Met
2nd Subsequent Year (2025-26)	15,134,044.00	17,838,149.00	84.8%	Not Met

5C. Comparison of District Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected ratio of unrestricted salary and benefit costs to total unrestricted expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

**Explanation:**  
(required if NOT met)

2023-2024- Salaries and Benefits paid out of the General Fund are outside the standard due to an increase in one-time expenditures for school buses. 2024-2025 & 2025-2026- Single line items, Other Interprogram Services, were increased to balance resources that had decreased funding rather than shifting salary and benefits.

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections. Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
District's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for the Current Year are extracted. If Second Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column. Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	First Interim	Second Interim	Percent Change	Change Is Outside Explanation Range
	Projected Year Totals (Form 01CSI, Item 6A)	Projected Year Totals (Fund 01) (Form MYPI)		

Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)

Current Year (2023-24)	7,211,570.00	7,223,850.00	.2%	No
1st Subsequent Year (2024-25)	5,189,539.00	5,241,727.00	1.0%	No
2nd Subsequent Year (2025-26)	5,134,929.00	5,260,698.00	2.4%	No

Explanation:  
(required if Yes)

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)

Current Year (2023-24)	2,795,854.00	2,822,785.00	1.0%	No
1st Subsequent Year (2024-25)	2,212,859.00	2,241,017.00	1.3%	No
2nd Subsequent Year (2025-26)	2,112,859.00	2,141,017.00	1.3%	No

Explanation:  
(required if Yes)

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)

Current Year (2023-24)	5,110,672.00	5,265,586.00	3.0%	No
1st Subsequent Year (2024-25)	2,968,443.00	3,447,719.00	16.1%	Yes
2nd Subsequent Year (2025-26)	2,968,443.00	3,452,158.00	16.3%	Yes

Explanation:  
(required if Yes)

2024-25 Other Local Revenue has increased due to the fair market value audit adjustment (\$322,184) and additional Strong Workforce funding (\$161,662). 2025-26 Other Local Revenue has increased due to the fair market value audit adjustment (\$322,184) and additional Strong Workforce funding (\$185,604).

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)

Current Year (2023-24)	2,125,408.00	1,897,996.00	-10.7%	Yes
1st Subsequent Year (2024-25)	1,247,258.00	1,259,184.00	1.0%	No
2nd Subsequent Year (2025-26)	1,247,252.00	1,259,177.00	1.0%	No

Explanation:  
(required if Yes)

2023-2024- Books and Supplies expenditures have decreased due to the new clock and emergency system cost was re-coded to a service object code for leases (\$396,654).

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)

Current Year (2023-24)	5,344,141.00	5,800,030.00	8.5%	Yes
1st Subsequent Year (2024-25)	4,249,503.00	4,239,342.00	-.2%	No
2nd Subsequent Year (2025-26)	4,024,463.00	4,179,493.00	3.9%	No

Explanation:  
(required if Yes)

2023-24- Services and Other Operating Expenditures have increased due to the new clock and emergency system cost was re-coded to a service object code for leases (\$396,654).

**6B. Calculating the District's Change in Total Operating Revenues and Expenditures**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
<b>Total Federal, Other State, and Other Local Revenue (Section 6A)</b>				
Current Year (2023-24)	15,118,096.00	15,312,221.00	1.3%	Met
1st Subsequent Year (2024-25)	10,370,841.00	10,930,463.00	5.4%	Not Met
2nd Subsequent Year (2025-26)	10,216,231.00	10,853,873.00	6.2%	Not Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)</b>				
Current Year (2023-24)	7,469,549.00	7,698,026.00	3.1%	Met
1st Subsequent Year (2024-25)	5,496,761.00	5,498,526.00	0.0%	Met
2nd Subsequent Year (2025-26)	5,271,715.00	5,438,670.00	3.2%	Met

**6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

- 1a. STANDARD NOT MET - One or more projected operating revenue have changed since first interim projections by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

**Explanation:**

Federal Revenue  
(linked from 6A  
if NOT met)

**Explanation:**

Other State Revenue  
(linked from 6A  
if NOT met)

**Explanation:**

Other Local Revenue  
(linked from 6A  
if NOT met)

2024-25 Other Local Revenue has increased due to the fair market value audit adjustment (\$322,184) and additional Strong Workforce funding (\$161,662). 2025-26 Other Local Revenue has increased due to the fair market value audit adjustment (\$322,184) and additional Strong Workforce funding (\$185,604).

- 1b. STANDARD MET - Projected total operating expenditures have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**

Books and Supplies  
(linked from 6A  
if NOT met)

**Explanation:**

Services and Other Exps  
(linked from 6A  
if NOT met)

7. **CRITERION: Facilities Maintenance**

STANDARD: Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

**Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year. Statute exclude the following resource codes from the total general fund expenditures calculation: 3212, 3213, 3214, 3216, 3218, 3219, 3225, 3226, 3227, 3228, 5316, 5632, 5633, 5634, 7027, and 7690.

DATA ENTRY: Enter the Required Minimum Contribution if First Interim data does not exist. First Interim data that exist will be extracted; otherwise, enter First Interim data into lines 1, if applicable, and 2. All other data are extracted.

	Required Minimum Contribution	Second Interim Contribution	Status
		Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	
1. OMMA/RMA Contribution	917,942.00	1,154,938.00	Met
2. First Interim Contribution (information only) (Form 01CSI, First Interim, Criterion 7, Line 1)		1,148,419.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input type="checkbox"/>	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
<input type="checkbox"/>	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
<input type="checkbox"/>	Other (explanation must be provided)

**Explanation:**  
(required if NOT met  
and Other is marked)

8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
District's Available Reserve Percentages (Criterion 10C, Line 9)	12.0%	12.7%	15.0%
<b>District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):</b>	<b>4.0%</b>	<b>4.2%</b>	<b>5.0%</b>

8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals			Status
	Net Change in Unrestricted Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 011, Objects 1000- 7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	
	Current Year (2023-24)	503,142.00	19,263,343.00	
1st Subsequent Year (2024-25)	(287,497.00)	18,800,233.00	1.5%	Met
2nd Subsequent Year (2025-26)	529,187.00	18,140,423.00	N/A	Met

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

9A-1. Determining if the District's General Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 011, Line F2 ) (Form MYPI, Line D2)	Status
Current Year (2023-24)	7,419,722.00	Met
1st Subsequent Year (2024-25)	6232848.0	Met
2nd Subsequent Year (2025-26)	6080040.0	Met

9A-2. Comparison of the District's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)	Status
Current Year (2023-24)	7,144,031.00	Met

9B-2. Comparison of the District's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:  
(required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA
5% or \$80,000 (greater of)	0 to 300
4% or \$80,000 (greater of)	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 400,000
1%	400,001 and over

<sup>1</sup> Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	1,416.07	1,416.07	1,416.07
<b>District's Reserve Standard Percentage Level:</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>

10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

- Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
- If you are the SELPA AU and are excluding special education pass-through funds:
  - Enter the name(s) of the SELPA(s):

- Special Education Pass-through Funds  
(Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223)

Current Year Projected Year Totals (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
0.00		

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	35,639,058.00	32,201,998.00	31,341,477.00
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	35,639,058.00	32,201,998.00	31,341,477.00



4.	Reserve Standard Percentage Level	3%	3%	3%
5.	Reserve Standard - by Percent (Line B3 times Line B4)	1,069,171.74	966,059.94	940,244.31
6.	Reserve Standard - by Amount (\$80,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7.	<b>District's Reserve Standard</b> <b>(Greater of Line B5 or Line B6)</b>	<b>1,069,171.74</b>	<b>966,059.94</b>	<b>940,244.31</b>

**10C. Calculating the District's Available Reserve Amount**

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year		
	Projected Year Totals (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	3,006,527.00	2,747,370.00	3,305,756.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	0.00	0.00	0.00
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	(1.00)	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	1,277,241.00	1,335,100.83	1,392,960.83
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. District's Available Reserve Amount (Lines C1 thru C7)	4,283,767.00	4,082,470.83	4,698,716.83
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	12.02%	12.68%	14.99%
<b>District's Reserve Standard (Section 10B, Line 7):</b>	<b>1,069,171.74</b>	<b>966,059.94</b>	<b>940,244.31</b>
Status:	Met	Met	Met

**10D. Comparison of District Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

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**SUPPLEMENTAL INFORMATION**

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DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Temporary Interfund Borrowings**

1a. Does your district have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

**S4. Contingent Revenues**

1a. Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

District's Contributions and Transfers Standard: -5.0% to +5.0% or -\$20,000 to +\$20,000

**S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the Second Interim's Current Year data will be extracted. Enter Second Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, the Second Interim's Current Year data will be extracted. If Form MYPI exists, the data will be extracted into the Second Interim column for the 1st and 2nd Subsequent Years. If Form MYPI does not exist, enter data for 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
<b>1a. Contributions, Unrestricted General Fund</b>					
<b>(Fund 01, Resources 0000-1999, Object 8980)</b>					
Current Year (2023-24)	(3,800,609.00)	(3,886,520.00)	2.3%	85,911.00	Met
1st Subsequent Year (2024-25)	(3,878,907.00)	(3,760,382.00)	-3.1%	(118,525.00)	Met
2nd Subsequent Year (2025-26)	(3,954,510.00)	(3,834,140.00)	-3.0%	(120,370.00)	Met
<b>1b. Transfers In, General Fund *</b>					
Current Year (2023-24)	126,912.00	126,912.00	0.0%	0.00	Met
1st Subsequent Year (2024-25)	126,912.00	126,912.00	0.0%	0.00	Met
2nd Subsequent Year (2025-26)	126,912.00	126,912.00	0.0%	0.00	Met
<b>1c. Transfers Out, General Fund *</b>					
Current Year (2023-24)	172,473.00	172,473.00	0.0%	0.00	Met
1st Subsequent Year (2024-25)	280,464.00	300,678.00	7.2%	20,214.00	Not Met
2nd Subsequent Year (2025-26)	276,949.00	302,274.00	9.1%	25,325.00	Not Met

**1d. Capital Project Cost Overruns**

Have capital project cost overruns occurred since first interim projections that may impact the general fund operational budget?

No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

**S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for Item 1d.

1a. MET - Projected contributions have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

1b. MET - Projected transfers in have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

- 1c. NOT MET - The projected transfers out of the general fund have changed since first interim projections by more than the standard for any of the current year or subsequent two fiscal years. Identify the amounts transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

**Explanation:**  
(required if NOT met)

- 1d. NO - There have been no capital project cost overruns occurring since first interim projections that may impact the general fund operational budget.

**Project Information:**  
(required if YES)

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**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payment for the current fiscal year and two subsequent fiscal years. Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: If First Interim data exist (Form 01CSI, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments?  
(If No, skip items 1b and 2 and sections S6B and S6C)

No

b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since first interim projections?

N/A

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2023-24
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (do not include OPEB):				
<b>TOTAL:</b>				<b>0</b>

Type of Commitment (continued)	Prior Year	Current Year	1st Subsequent Year	2nd Subsequent Year
	(2022-23)	(2023-24)	(2024-25)	(2025-26)
	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)
Capital Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				

Total Annual Payments:	0	0	0	0
Has total annual payment increased over prior year (2022-23)?	No	No	No	No

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**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

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DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.

**Explanation:**  
(Required if Yes  
to increase in total  
annual payments)

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**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

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DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

n/a

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.

**Explanation:**  
(Required if Yes)



**S7. Unfunded Liabilities**

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

**S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1 a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

Yes

b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?

No

c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

Yes

	First Interim (Form 01CSI, Item S7A)	Second Interim
2 OPEB Liabilities		
a. Total OPEB liability	3,750,504.00	3,750,504.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00	0.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	3,750,504.00	3,750,504.00

d. Is total OPEB liability based on the district's estimate or an actuarial valuation?

Actuarial	Actuarial
Nov 19, 2018	Nov 19, 2018

e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation.

3 OPEB Contributions

a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2023-24)	0.00	119,804.00
1st Subsequent Year (2024-25)	0.00	119,804.00
2nd Subsequent Year (2025-26)	0.00	119,804.00

b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2023-24)	119,804.00	119,804.00
1st Subsequent Year (2024-25)	121,179.00	119,804.00
2nd Subsequent Year (2025-26)	121,179.00	119,804.00

c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2023-24)	119,804.00	119,804.00
1st Subsequent Year (2024-25)	121,179.00	119,804.00
2nd Subsequent Year (2025-26)	121,179.00	119,804.00

d. Number of retirees receiving OPEB benefits

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2023-24)	7	7
1st Subsequent Year (2024-25)	7	7
2nd Subsequent Year (2025-26)	7	7

4. Comments:



**S7B. Identification of the District's Unfunded Liability for Self-insurance Programs**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

- 1 a. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4)
- b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities?
- c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?

2 Self-Insurance Liabilities	First Interim	
	(Form 01CSI, Item S7B)	Second Interim
a. Accrued liability for self-insurance programs		
b. Unfunded liability for self-insurance programs		

3 Self-Insurance Contributions	First Interim	
	(Form 01CSI, Item S7B)	Second Interim
a. Required contribution (funding) for self-insurance programs		
Current Year (2023-24)		
1st Subsequent Year (2024-25)		
2nd Subsequent Year (2025-26)		
b. Amount contributed (funded) for self-insurance programs		
Current Year (2023-24)		
1st Subsequent Year (2024-25)		
2nd Subsequent Year (2025-26)		

4 Comments:

**S8. Status of Labor Agreements**

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:**

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

**S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Certificated Labor Agreements as of the Previous Reporting Period**

Were all certificated labor negotiations settled as of first interim projections?

Yes

If Yes, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

**Certificated (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2022-23)	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Number of certificated (non-management) full-time-equivalent (FTE) positions	104.9	108.2	107.8	107.8

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

No

If Yes, complete questions 6 and 7.

Negotiations Settled Since First Interim

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

[ ]

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

[ ]

If Yes, date of Superintendent and CBO certification:

[ ]

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?

n/a

If Yes, date of budget revision board adoption:

[ ]

4. Period covered by the agreement:

Begin Date: [ ]

End Date: [ ]

5. Salary settlement:

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
--	---------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

--	--	--

**One Year Agreement**

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year

--	--

or

**Multiyear Agreement**

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year (may enter text, such as "Reopener")

--	--	--

Identify the source of funding that will be used to support multiyear salary commitments:

[ ]



Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

--

Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
---------------------------	----------------------------------	----------------------------------

7. Amount included for any tentative salary schedule increases

--	--	--

Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
---------------------------	----------------------------------	----------------------------------

**Certificated (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Yes	Yes	Yes
2,277,176	2,401,577	1,848,414
100.0%	100.0%	56.2%
9.6%	7.0%	7.0%

**Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections**

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

No
----

If Yes, amount of new costs included in the interim and MYPs

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If Yes, explain the nature of the new costs:

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Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
---------------------------	----------------------------------	----------------------------------

**Certificated (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Yes	Yes	Yes
0	124,993	100,127
(100.0%)	124,993.0%	(20.0%)

Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
---------------------------	----------------------------------	----------------------------------

**Certificated (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

No	Yes	No
Yes	Yes	Yes

**Certificated (Non-management) - Other**

List other significant contract changes that have occurred since first interim projections and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):


**S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of first interim projections?

If Yes, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

Yes
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**Classified (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2022-23)	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Number of classified (non-management) FTE positions	70.7	70.5	68.3	67.3

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a
-----

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 6 and 7.

No
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Negotiations Settled Since First Interim Projections

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

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2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?


If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?

n/a

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:

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End Date:

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5. Salary settlement:

Current Year  
(2023-24)

1st Subsequent Year  
(2024-25)

2nd Subsequent Year  
(2025-26)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

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**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year

or

**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")


Identify the source of funding that will be used to support multiyear salary commitments:

--

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

--

Current Year  
(2023-24)

1st Subsequent Year  
(2024-25)

2nd Subsequent Year  
(2025-26)

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7. Amount included for any tentative salary schedule increases

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	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
<b>Classified (Non-management) Health and Welfare (H&amp;W) Benefits</b>			
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	796,707	833,419	691,613
3. Percent of H&W cost paid by employer	100.0%	100.0%	56.2%
4. Percent projected change in H&W cost over prior year	9.6%	7.0%	7.0%

**Classified (Non-management) Prior Year Settlements Negotiated Since First Interim**

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

No		
----	--	--

If Yes, amount of new costs included in the interim and MYPs

If Yes, explain the nature of the new costs:

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
<b>Classified (Non-management) Step and Column Adjustments</b>			
1. Are step & column adjustments included in the interim and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	0	54,753	58,031
3. Percent change in step & column over prior year	(100.0%)	54,753.0%	6.0%

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
<b>Classified (Non-management) Attrition (layoffs and retirements)</b>			
1. Are savings from attrition included in the interim and MYPs?	No	Yes	No
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes	Yes	Yes

**Classified (Non-management) - Other**

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

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**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of first interim projections?

Yes

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2022-23)	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
Number of management, supervisor, and confidential FTE positions	27.6	27.6	27.6	27.6

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a

If Yes, complete question 2.

If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled?

No

If Yes, complete questions 3 and 4.

Negotiations Settled Since First Interim Projections

2. Salary settlement:

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
--	---------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
--	---------------------------	----------------------------------	----------------------------------

4. Amount included for any tentative salary schedule increases

--	--	--	--

**Management/Supervisor/Confidential**

**Health and Welfare (H&W) Benefits**

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
--	---------------------------	----------------------------------	----------------------------------

1. Are costs of H&W benefit changes included in the interim and MYPs?

	Yes	Yes	Yes
2. Total cost of H&W benefits	793,886	849,458	510,600
3. Percent of H&W cost paid by employer	100.0%	100.0%	56.2%
4. Percent projected change in H&W cost over prior year	9.6%	7.0%	7.0%

**Management/Supervisor/Confidential**

**Step and Column Adjustments**

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
--	---------------------------	----------------------------------	----------------------------------

1. Are step & column adjustments included in the interim and MYPs?

	Yes	Yes	Yes
2. Cost of step & column adjustments	0	41,443	36,923
3. Percent change in step and column over prior year	(100.0%)	41,443.0%	(11.0%)

**Management/Supervisor/Confidential**

**Other Benefits (mileage, bonuses, etc.)**

	Current Year (2023-24)	1st Subsequent Year (2024-25)	2nd Subsequent Year (2025-26)
--	---------------------------	----------------------------------	----------------------------------

1. Are costs of other benefits included in the interim and MYPs?

	Yes	Yes	Yes
2. Total cost of other benefits	7,000	7,500	7,500

3. Percent change in cost of other benefits over prior year

0.0%	714.0%	0.0%
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**S9. Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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**ADDITIONAL FISCAL INDICATORS**

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

- A1. Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)
  
- A2. Is the system of personnel position control independent from the payroll system?
  
- A3. Is enrollment decreasing in both the prior and current fiscal years?
  
- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?
  
- A5. Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
  
- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?
  
- A7. Is the district's financial system independent of the county office system?
  
- A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)
  
- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

**Comments:**  
(optional)

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End of School District Second Interim Criteria and Standards Review

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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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	19,713,064.00	19,896,387.00	11,548,751.52	19,896,387.00	0.00	0.0%
2) Federal Revenue		8100-8299	696.00	252.00	148.00	252.00	0.00	0.0%
3) Other State Revenue		8300-8599	607,201.00	650,731.00	387,455.90	650,731.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,604,534.00	2,978,723.00	845,278.47	2,978,723.00	0.00	0.0%
5) TOTAL, REVENUES			22,925,495.00	23,526,093.00	12,781,633.89	23,526,093.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	6,836,180.00	7,673,164.00	4,114,727.04	7,673,164.00	0.00	0.0%
2) Classified Salaries		2000-2999	2,318,849.00	2,737,070.00	1,554,832.23	2,737,070.00	0.00	0.0%
3) Employee Benefits		3000-3999	4,945,690.00	5,162,978.00	2,809,284.95	5,162,978.00	0.00	0.0%
4) Books and Supplies		4000-4999	752,620.00	818,026.00	401,873.69	818,026.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,235,436.00	1,417,222.00	872,362.71	1,417,222.00	0.00	0.0%
6) Capital Outlay		6000-6999	1,622,321.00	1,637,895.00	341,411.78	1,637,895.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	5,139.00	88,176.00	352.00	88,176.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(378,294.00)	(443,661.00)	(63,508.24)	(443,661.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			17,337,941.00	19,090,870.00	10,031,336.16	19,090,870.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			5,587,554.00	4,435,223.00	2,750,297.73	4,435,223.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
b) Transfers Out		7600-7629	234,490.00	172,473.00	234,490.00	172,473.00	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	(3,567,686.00)	(3,886,520.00)	0.00	(3,886,520.00)	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(3,675,264.00)	(3,932,081.00)	(234,490.00)	(3,932,081.00)		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>								
			1,912,290.00	503,142.00	2,515,807.73	503,142.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,734,814.48	3,734,816.00		3,734,816.00	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)			3,734,814.48	3,734,816.00		3,734,816.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,734,814.48	3,734,816.00		3,734,816.00		
2) Ending Balance, June 30 (E + F1e)			5,647,104.48	4,237,958.00		4,237,958.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	2,500.00	2,500.00		2,500.00		
Stores		9712	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 Column B & D (F)
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	1,147,309.00	1,228,931.00		1,228,931.00		
Medi-Cal Unrestr Reimb (MAA)	0000	9780	164,447.00					
Pacific Coast Continuation HS	0000	9780	5,735.00					
Site Grant	0000	9780	235,573.00					
Mad River Continuation HS	0000	9780	4,275.00					
MHS Site Budget	0000	9780	3,785.00					
Professional Development	0000	9780	30,000.00					
Arcata Arts Institute	0000	9780	31,023.00					
Technology	0000	9780	150,000.00					
Deferred Maintenance	0000	9780	522,471.00					
Medi-Cal Unrestr Reimb (MAA)	0000	9780		193,253.00				
Pacific Coast Continuation HS	0000	9780		8,292.00				
Site Grant	0000	9780		264,880.00				
Mad River Continuation HS	0000	9780		9,968.00				
MHS Site Budget	0000	9780		281.00				
Professional Development	0000	9780		30,000.00				
Arcata Arts Institute	0000	9780		28,215.00				
Technology	0000	9780		150,000.00				
Deferred Maintenance	0000	9780		541,351.00				
Adult Education	0000	9780		2,691.00				
Medi-Cal Unrestr Reimb (MAA)	0000	9780				193,253.00		
Pacific Coast Continuation HS	0000	9780				8,292.00		
Site Grant	0000	9780				264,880.00		
Mad River Continuation HS	0000	9780				9,968.00		
MHS Site Budget	0000	9780				281.00		
Professional Development	0000	9780				30,000.00		
Arcata Arts Institute	0000	9780				28,215.00		
Technology	0000	9780				150,000.00		
Deferred Maintenance	0000	9780				541,351.00		
Adult Education	0000	9780				2,691.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	3,957,058.00	3,006,526.00		3,006,526.00		
Unassigned/Unappropriated Amount		9790	540,237.48	1.00		1.00		
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	7,822,473.00	7,925,197.00	5,276,361.00	7,925,197.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	4,591,492.00	4,124,869.00	2,425,711.00	4,124,869.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								



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 Column B & D (F)
Homeowners' Exemptions		8021	78,255.00	78,242.00	11,866.62	78,242.00	0.00	0.0%
Timber Yield Tax		8022	131,782.00	176,924.00	145,890.51	176,924.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
<b>County &amp; District Taxes</b>								
Secured Roll Taxes		8041	7,035,430.00	7,464,703.00	4,283,393.62	7,464,703.00	0.00	0.0%
Unsecured Roll Taxes		8042	343,379.00	372,335.00	299,476.64	372,335.00	0.00	0.0%
Prior Years' Taxes		8043	5,105.00	3,754.00	0.00	3,754.00	0.00	0.0%
Supplemental Taxes		8044	96,163.00	131,700.00	5,584.14	131,700.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	341,474.00	372,706.00	0.00	372,706.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	972,811.00	1,001,754.00	0.00	1,001,754.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Miscellaneous Funds (EC 41604)</b>								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	1,392.00	0.00	295.99	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	(696.00)	0.00	(148.00)	0.00	0.00	0.0%
<b>Subtotal, LCFF Sources</b>			<b>21,419,060.00</b>	<b>21,652,184.00</b>	<b>12,448,431.52</b>	<b>21,652,184.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>LCFF Transfers</b>								
<b>Unrestricted LCFF</b>								
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	(1,705,996.00)	(1,755,797.00)	(899,680.00)	(1,755,797.00)	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%
<b>TOTAL, LCFF SOURCES</b>			<b>19,713,064.00</b>	<b>19,896,387.00</b>	<b>11,548,751.52</b>	<b>19,896,387.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
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						
Title III, Part A, Immigrant Student Program	4201	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 Column B & D (F)
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	696.00	252.00	148.00	252.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>696.00</b>	<b>252.00</b>	<b>148.00</b>	<b>252.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
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	95,652.00	104,922.00	104,922.00	104,922.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	255,000.00	260,544.00	139,769.81	260,544.00	0.00	0.0%
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	256,549.00	285,265.00	142,764.09	285,265.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>607,201.00</b>	<b>650,731.00</b>	<b>387,455.90</b>	<b>650,731.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	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 Column B & D (F)
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	21,500.00	21,500.00	11,807.96	21,500.00	0.00	0.0%
Interest		8660	25,000.00	50,000.00	31,089.06	50,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	322,184.00	322,184.00	322,184.00	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	693,004.00	712,149.00	338,972.01	712,149.00	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		
All Other Local Revenue		8699	1,787,852.00	1,795,712.00	140,079.05	1,795,712.00	0.00	0.0%
Tuition		8710	77,178.00	77,178.00	1,146.39	77,178.00	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%

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 Column B & D (F)
TOTAL, OTHER LOCAL REVENUE			2,604,534.00	2,978,723.00	845,278.47	2,978,723.00	0.00	0.0%
TOTAL, REVENUES			22,925,495.00	23,526,093.00	12,781,633.89	23,526,093.00	0.00	0.0%
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	5,090,832.00	5,728,391.00	3,108,754.14	5,728,391.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	827,823.00	932,138.00	483,599.02	932,138.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	851,990.00	947,100.00	513,194.18	947,100.00	0.00	0.0%
Other Certificated Salaries		1900	65,535.00	65,535.00	9,179.70	65,535.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			6,836,180.00	7,673,164.00	4,114,727.04	7,673,164.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	143,918.00	145,605.00	97,649.88	145,605.00	0.00	0.0%
Classified Support Salaries		2200	486,295.00	588,566.00	340,858.38	588,566.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	148,486.00	178,983.00	100,096.00	178,983.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	1,075,960.00	1,292,139.00	728,139.63	1,292,139.00	0.00	0.0%
Other Classified Salaries		2900	464,190.00	531,777.00	288,088.34	531,777.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			2,318,849.00	2,737,070.00	1,554,832.23	2,737,070.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	1,276,495.00	1,404,761.00	743,327.50	1,404,761.00	0.00	0.0%
PERS		3201-3202	611,742.00	677,906.00	385,129.71	677,906.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	280,863.00	334,431.00	183,754.60	334,431.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	2,458,547.00	2,424,163.00	1,383,502.26	2,424,163.00	0.00	0.0%
Unemployment Insurance		3501-3502	4,597.00	5,191.00	6,118.37	5,191.00	0.00	0.0%
Workers' Compensation		3601-3602	193,642.00	196,722.00	107,452.51	196,722.00	0.00	0.0%
OPEB, Allocated		3701-3702	119,804.00	119,804.00	0.00	119,804.00	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			4,945,690.00	5,162,978.00	2,809,284.95	5,162,978.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	1,000.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	716,325.00	773,725.00	381,336.22	773,725.00	0.00	0.0%
Noncapitalized Equipment		4400	35,295.00	44,301.00	20,537.47	44,301.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			752,620.00	818,026.00	401,873.69	818,026.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	87,876.00	123,371.00	67,886.38	123,371.00	0.00	0.0%
Dues and Memberships		5300	51,822.00	54,432.00	38,279.70	54,432.00	0.00	0.0%
Insurance		5400-5450	215,979.00	227,445.00	0.00	227,445.00	0.00	0.0%
Operations and Housekeeping Services		5500	503,632.00	509,721.00	253,755.67	509,721.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	162,076.00	179,975.00	84,354.33	179,975.00	0.00	0.0%
Transfers of Direct Costs		5710	(353,593.00)	(440,123.00)	(121,210.79)	(440,123.00)	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(13,078.00)	(32,691.00)	(1,125.76)	(32,691.00)	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 Column B & D (F)
Professional/Consulting Services and Operating Expenditures		5800	483,556.00	701,519.00	491,507.05	701,519.00	0.00	0.0%
Communications		5900	97,166.00	93,573.00	58,916.13	93,573.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,235,436.00</b>	<b>1,417,222.00</b>	<b>872,362.71</b>	<b>1,417,222.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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	15,574.00	16,729.83	15,574.00	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	1,622,321.00	1,622,321.00	324,681.95	1,622,321.00	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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>1,622,321.00</b>	<b>1,637,895.00</b>	<b>341,411.78</b>	<b>1,637,895.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	5,139.00	88,176.00	352.00	88,176.00	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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>5,139.00</b>	<b>88,176.00</b>	<b>352.00</b>	<b>88,176.00</b>	<b>0.00</b>	<b>0.0%</b>

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 Column B & D (F)
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	(378,294.00)	(443,661.00)	(63,508.24)	(443,661.00)	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			(378,294.00)	(443,661.00)	(63,508.24)	(443,661.00)	0.00	0.0%
TOTAL, EXPENDITURES			17,337,941.00	19,090,870.00	10,031,336.16	19,090,870.00	0.00	0.0%
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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	234,490.00	172,473.00	234,490.00	172,473.00	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			234,490.00	172,473.00	234,490.00	172,473.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	(3,567,686.00)	(3,886,520.00)	0.00	(3,886,520.00)	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(3,567,686.00)	(3,886,520.00)	0.00	(3,886,520.00)	0.00	0.0%

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 Column B & D (F)
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(3,675,264.00)	(3,932,081.00)	(234,490.00)	(3,932,081.00)	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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,043,046.00	7,223,598.00	1,982,999.53	7,223,598.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,471,886.00	2,172,054.00	714,351.22	2,172,054.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,119,314.00	2,286,863.00	947,792.62	2,286,863.00	0.00	0.0%
5) TOTAL, REVENUES			8,634,246.00	11,682,515.00	3,645,143.37	11,682,515.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	3,705,368.00	4,396,990.00	2,371,550.68	4,396,990.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,676,593.00	1,930,426.00	991,212.95	1,930,426.00	0.00	0.0%
3) Employee Benefits		3000-3999	3,812,258.00	3,954,033.00	1,633,528.11	3,954,033.00	0.00	0.0%
4) Books and Supplies		4000-4999	610,582.00	1,079,970.00	447,297.04	1,079,970.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,707,590.00	4,382,808.00	1,794,215.74	4,382,808.00	0.00	0.0%
6) Capital Outlay		6000-6999	8,000.00	43,186.00	26,478.92	43,186.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	126,941.00	144,641.00	0.00	144,641.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	378,294.00	443,661.00	63,508.24	443,661.00	0.00	0.0%
9) TOTAL, EXPENDITURES			13,025,626.00	16,375,715.00	7,327,791.68	16,375,715.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(4,391,380.00)	(4,693,200.00)	(3,682,648.31)	(4,693,200.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			3,567,686.00	3,886,520.00	0.00	3,886,520.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(823,694.00)	(806,680.00)	(3,682,648.31)	(806,680.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,988,443.27	3,988,444.00		3,988,444.00	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)			3,988,443.27	3,988,444.00		3,988,444.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,988,443.27	3,988,444.00		3,988,444.00		
2) Ending Balance, June 30 (E + F1e)			3,164,749.27	3,181,764.00		3,181,764.00		
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		



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 Column B & D (F)
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	3,164,749.27	3,181,765.00		3,181,765.00		
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	0.00	(1.00)		(1.00)		
<b>LCFF SOURCES</b>								
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%
<b>FEDERAL REVENUE</b>								

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 Column B & D (F)
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	282,853.00	283,121.00	0.00	283,121.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	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	123,734.00	123,734.00	48,712.12	123,734.00	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	481,949.00	544,250.00	31,061.99	544,250.00	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	61,764.00	75,696.00	0.00	75,696.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	84,594.00	267,624.00	47,938.27	267,624.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	72,264.00	72,264.00	0.00	72,264.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	3,935,888.00	5,856,909.00	1,855,287.15	5,856,909.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>5,043,046.00</b>	<b>7,223,598.00</b>	<b>1,982,999.53</b>	<b>7,223,598.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
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 Materials		8560	100,500.00	105,984.00	16,171.59	105,984.00	0.00	0.0%
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%

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 Column B & D (F)
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	225,202.00	225,202.00	0.00	225,202.00	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	1,146,184.00	1,840,868.00	698,179.63	1,840,868.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,471,886.00</b>	<b>2,172,054.00</b>	<b>714,351.22</b>	<b>2,172,054.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
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	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	227,425.00	367,967.00	0.00	367,967.00	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%

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 Column B & D (F)
All Other Local Revenue		8699	859,218.00	817,218.00	350,523.62	817,218.00	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	1,032,671.00	1,101,678.00	597,269.00	1,101,678.00	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>2,119,314.00</b>	<b>2,286,863.00</b>	<b>947,792.62</b>	<b>2,286,863.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>8,634,246.00</b>	<b>11,682,515.00</b>	<b>3,645,143.37</b>	<b>11,682,515.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	2,900,827.00	3,290,648.00	1,801,536.15	3,290,648.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	395,973.00	499,817.00	252,571.34	499,817.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	408,568.00	606,525.00	317,443.19	606,525.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>3,705,368.00</b>	<b>4,396,990.00</b>	<b>2,371,550.68</b>	<b>4,396,990.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	912,276.00	1,008,426.00	478,286.77	1,008,426.00	0.00	0.0%
Classified Support Salaries		2200	264,956.00	302,771.00	187,425.03	302,771.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	90,430.00	198,670.00	104,161.83	198,670.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	150,566.00	156,725.00	86,423.03	156,725.00	0.00	0.0%
Other Classified Salaries		2900	258,365.00	263,834.00	134,916.29	263,834.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>1,676,593.00</b>	<b>1,930,426.00</b>	<b>991,212.95</b>	<b>1,930,426.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	1,685,759.00	1,689,573.00	447,288.06	1,689,573.00	0.00	0.0%
PERS		3201-3202	450,606.00	484,958.00	253,033.41	484,958.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	197,289.00	212,831.00	108,413.25	212,831.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	1,363,028.00	1,443,606.00	759,386.43	1,443,606.00	0.00	0.0%
Unemployment Insurance		3501-3502	2,689.00	3,150.00	1,671.44	3,150.00	0.00	0.0%
Workers' Compensation		3601-3602	112,887.00	119,915.00	63,735.52	119,915.00	0.00	0.0%
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%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>3,812,258.00</b>	<b>3,954,033.00</b>	<b>1,633,528.11</b>	<b>3,954,033.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								

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 Column B & D (F)
Approved Textbooks and Core Curricula Materials		4100	72,356.00	107,336.00	102,192.54	107,336.00	0.00	0.0%
Books and Other Reference Materials		4200	9,715.00	2,258.00	1,650.00	2,258.00	0.00	0.0%
Materials and Supplies		4300	483,407.00	866,786.00	261,207.30	866,786.00	0.00	0.0%
Noncapitalized Equipment		4400	45,104.00	103,590.00	82,247.20	103,590.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>610,582.00</b>	<b>1,079,970.00</b>	<b>447,297.04</b>	<b>1,079,970.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	117,110.00	0.00	117,110.00	0.00	0.0%
Travel and Conferences		5200	247,815.00	355,632.00	139,783.30	355,632.00	0.00	0.0%
Dues and Memberships		5300	5,575.00	5,624.00	49.00	5,624.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	52,895.00	547,544.00	545,622.45	547,544.00	0.00	0.0%
Transfers of Direct Costs		5710	353,593.00	440,123.00	121,095.04	440,123.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(399,125.00)	(364,280.00)	0.00	(364,280.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,446,637.00	3,278,088.00	986,168.16	3,278,088.00	0.00	0.0%
Communications		5900	200.00	2,967.00	1,497.79	2,967.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>2,707,590.00</b>	<b>4,382,808.00</b>	<b>1,794,215.74</b>	<b>4,382,808.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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	8,000.00	43,186.00	26,478.92	43,186.00	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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>8,000.00</b>	<b>43,186.00</b>	<b>26,478.92</b>	<b>43,186.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	126,941.00	144,641.00	0.00	144,641.00	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%

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 Column B & D (F)
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)			126,941.00	144,641.00	0.00	144,641.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	378,294.00	443,661.00	63,508.24	443,661.00	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			378,294.00	443,661.00	63,508.24	443,661.00	0.00	0.0%
TOTAL, EXPENDITURES			13,025,626.00	16,375,715.00	7,327,791.68	16,375,715.00	0.00	0.0%
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>INTERFUND TRANSFERS OUT</b>								
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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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								

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 Column B & D (F)
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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%

2023-24 Second 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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	19,713,064.00	19,896,387.00	11,548,751.52	19,896,387.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,043,742.00	7,223,850.00	1,983,147.53	7,223,850.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,079,087.00	2,822,785.00	1,101,807.12	2,822,785.00	0.00	0.0%
4) Other Local Revenue		8600-8799	4,723,848.00	5,265,586.00	1,793,071.09	5,265,586.00	0.00	0.0%
5) TOTAL, REVENUES			31,559,741.00	35,208,608.00	16,426,777.26	35,208,608.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	10,541,548.00	12,070,154.00	6,486,277.72	12,070,154.00	0.00	0.0%
2) Classified Salaries		2000-2999	3,995,442.00	4,667,496.00	2,546,045.18	4,667,496.00	0.00	0.0%
3) Employee Benefits		3000-3999	8,757,948.00	9,117,011.00	4,442,813.06	9,117,011.00	0.00	0.0%
4) Books and Supplies		4000-4999	1,363,202.00	1,897,996.00	849,170.73	1,897,996.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	3,943,026.00	5,800,030.00	2,666,578.45	5,800,030.00	0.00	0.0%
6) Capital Outlay		6000-6999	1,630,321.00	1,681,081.00	367,890.70	1,681,081.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	132,080.00	232,817.00	352.00	232,817.00	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			30,363,567.00	35,466,585.00	17,359,127.84	35,466,585.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			1,196,174.00	(257,977.00)	(932,350.58)	(257,977.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
b) Transfers Out		7600-7629	234,490.00	172,473.00	234,490.00	172,473.00	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			(107,578.00)	(45,561.00)	(234,490.00)	(45,561.00)		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>								
			1,088,596.00	(303,538.00)	(1,166,840.58)	(303,538.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,723,257.75	7,723,260.00		7,723,260.00	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)			7,723,257.75	7,723,260.00		7,723,260.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,723,257.75	7,723,260.00		7,723,260.00		
2) Ending Balance, June 30 (E + F1e)			8,811,853.75	7,419,722.00		7,419,722.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	2,500.00	2,500.00		2,500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		



2023-24 Second 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 Column B & D (F)
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	3,164,749.27	3,181,765.00		3,181,765.00		
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	1,147,309.00	1,228,931.00		1,228,931.00		
Medi-Cal Unrestr Reimb (MAA)	0000	9780	164,447.00					
Pacific Coast Continuation HS	0000	9780	5,735.00					
Site Grant	0000	9780	235,573.00					
Mad River Continuation HS	0000	9780	4,275.00					
MHS Site Budget	0000	9780	3,785.00					
Professional Development	0000	9780	30,000.00					
Arcata Arts Institute	0000	9780	31,023.00					
Technology	0000	9780	150,000.00					
Deferred Maintenance	0000	9780	522,471.00					
Medi-Cal Unrestr Reimb (MAA)	0000	9780		193,253.00				
Pacific Coast Continuation HS	0000	9780		8,292.00				
Site Grant	0000	9780		264,880.00				
Mad River Continuation HS	0000	9780		9,968.00				
MHS Site Budget	0000	9780		281.00				
Professional Development	0000	9780		30,000.00				
Arcata Arts Institute	0000	9780		28,215.00				
Technology	0000	9780		150,000.00				
Deferred Maintenance	0000	9780		541,351.00				
Adult Education	0000	9780		2,691.00				
Medi-Cal Unrestr Reimb (MAA)	0000	9780				193,253.00		
Pacific Coast Continuation HS	0000	9780				8,292.00		
Site Grant	0000	9780				264,880.00		
Mad River Continuation HS	0000	9780				9,968.00		
MHS Site Budget	0000	9780				281.00		
Professional Development	0000	9780				30,000.00		
Arcata Arts Institute	0000	9780				28,215.00		
Technology	0000	9780				150,000.00		
Deferred Maintenance	0000	9780				541,351.00		
Adult Education	0000	9780				2,691.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	3,957,058.00	3,006,526.00		3,006,526.00		
Unassigned/Unappropriated Amount		9790	540,237.48	0.00		0.00		
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	7,822,473.00	7,925,197.00	5,276,361.00	7,925,197.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	4,591,492.00	4,124,869.00	2,425,711.00	4,124,869.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	78,255.00	78,242.00	11,866.62	78,242.00	0.00	0.0%

2023-24 Second 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 Column B & D (F)
Timber Yield Tax		8022	131,782.00	176,924.00	145,890.51	176,924.00	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	7,035,430.00	7,464,703.00	4,283,393.62	7,464,703.00	0.00	0.0%
Unsecured Roll Taxes		8042	343,379.00	372,335.00	299,476.64	372,335.00	0.00	0.0%
Prior Years' Taxes		8043	5,105.00	3,754.00	0.00	3,754.00	0.00	0.0%
Supplemental Taxes		8044	96,163.00	131,700.00	5,584.14	131,700.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	341,474.00	372,706.00	0.00	372,706.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	972,811.00	1,001,754.00	0.00	1,001,754.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	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	1,392.00	0.00	295.99	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	(696.00)	0.00	(148.00)	0.00	0.00	0.0%
Subtotal, LCFF Sources			21,419,060.00	21,652,184.00	12,448,431.52	21,652,184.00	0.00	0.0%
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	(1,705,996.00)	(1,755,797.00)	(899,680.00)	(1,755,797.00)	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			19,713,064.00	19,896,387.00	11,548,751.52	19,896,387.00	0.00	0.0%
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	282,853.00	283,121.00	0.00	283,121.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	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	123,734.00	123,734.00	48,712.12	123,734.00	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	481,949.00	544,250.00	31,061.99	544,250.00	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	61,764.00	75,696.00	0.00	75,696.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%

2023-24 Second 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 Column B & D (F)
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	84,594.00	267,624.00	47,938.27	267,624.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	72,264.00	72,264.00	0.00	72,264.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	3,936,584.00	5,857,161.00	1,855,435.15	5,857,161.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>5,043,742.00</b>	<b>7,223,850.00</b>	<b>1,983,147.53</b>	<b>7,223,850.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
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	95,652.00	104,922.00	104,922.00	104,922.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	355,500.00	366,528.00	155,941.40	366,528.00	0.00	0.0%
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	225,202.00	225,202.00	0.00	225,202.00	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	1,402,733.00	2,126,133.00	840,943.72	2,126,133.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>2,079,087.00</b>	<b>2,822,785.00</b>	<b>1,101,807.12</b>	<b>2,822,785.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
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%

2023-24 Second 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 Column B & D (F)
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	21,500.00	21,500.00	11,807.96	21,500.00	0.00	0.0%
Interest		8660	25,000.00	50,000.00	31,089.06	50,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	322,184.00	322,184.00	322,184.00	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	920,429.00	1,080,116.00	338,972.01	1,080,116.00	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	2,647,070.00	2,612,930.00	490,602.67	2,612,930.00	0.00	0.0%
Tuition		8710	77,178.00	77,178.00	1,146.39	77,178.00	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	1,032,671.00	1,101,678.00	597,269.00	1,101,678.00	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%

2023-24 Second 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 Column B & D (F)
TOTAL, OTHER LOCAL REVENUE			4,723,848.00	5,265,586.00	1,793,071.09	5,265,586.00	0.00	0.0%
TOTAL, REVENUES			31,559,741.00	35,208,608.00	16,426,777.26	35,208,608.00	0.00	0.0%
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	7,991,659.00	9,019,039.00	4,910,290.29	9,019,039.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	1,223,796.00	1,431,955.00	736,170.36	1,431,955.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	1,260,558.00	1,553,625.00	830,637.37	1,553,625.00	0.00	0.0%
Other Certificated Salaries		1900	65,535.00	65,535.00	9,179.70	65,535.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			10,541,548.00	12,070,154.00	6,486,277.72	12,070,154.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	1,056,194.00	1,154,031.00	575,936.65	1,154,031.00	0.00	0.0%
Classified Support Salaries		2200	751,251.00	891,337.00	528,283.41	891,337.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	238,916.00	377,653.00	204,257.83	377,653.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	1,226,526.00	1,448,864.00	814,562.66	1,448,864.00	0.00	0.0%
Other Classified Salaries		2900	722,555.00	795,611.00	423,004.63	795,611.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			3,995,442.00	4,667,496.00	2,546,045.18	4,667,496.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	2,962,254.00	3,094,334.00	1,190,615.56	3,094,334.00	0.00	0.0%
PERS		3201-3202	1,062,348.00	1,162,864.00	638,163.12	1,162,864.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	478,152.00	547,262.00	292,167.85	547,262.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	3,821,575.00	3,867,769.00	2,142,888.69	3,867,769.00	0.00	0.0%
Unemployment Insurance		3501-3502	7,286.00	8,341.00	7,789.81	8,341.00	0.00	0.0%
Workers' Compensation		3601-3602	306,529.00	316,637.00	171,188.03	316,637.00	0.00	0.0%
OPEB, Allocated		3701-3702	119,804.00	119,804.00	0.00	119,804.00	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			8,757,948.00	9,117,011.00	4,442,813.06	9,117,011.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	73,356.00	107,336.00	102,192.54	107,336.00	0.00	0.0%
Books and Other Reference Materials		4200	9,715.00	2,258.00	1,650.00	2,258.00	0.00	0.0%
Materials and Supplies		4300	1,199,732.00	1,640,511.00	642,543.52	1,640,511.00	0.00	0.0%
Noncapitalized Equipment		4400	80,399.00	147,891.00	102,784.67	147,891.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,363,202.00	1,897,996.00	849,170.73	1,897,996.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	117,110.00	0.00	117,110.00	0.00	0.0%
Travel and Conferences		5200	335,691.00	479,003.00	207,669.68	479,003.00	0.00	0.0%
Dues and Memberships		5300	57,397.00	60,056.00	38,328.70	60,056.00	0.00	0.0%
Insurance		5400-5450	215,979.00	227,445.00	0.00	227,445.00	0.00	0.0%
Operations and Housekeeping Services		5500	503,632.00	509,721.00	253,755.67	509,721.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	214,971.00	727,519.00	629,976.78	727,519.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	(115.75)	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(412,203.00)	(396,971.00)	(1,125.76)	(396,971.00)	0.00	0.0%

2023-24 Second 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 Column B & D (F)
Professional/Consulting Services and Operating Expenditures		5800	2,930,193.00	3,979,607.00	1,477,675.21	3,979,607.00	0.00	0.0%
Communications		5900	97,366.00	96,540.00	60,413.92	96,540.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>3,943,026.00</b>	<b>5,800,030.00</b>	<b>2,666,578.45</b>	<b>5,800,030.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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	15,574.00	16,729.83	15,574.00	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	1,630,321.00	1,665,507.00	351,160.87	1,665,507.00	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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>1,630,321.00</b>	<b>1,681,081.00</b>	<b>367,890.70</b>	<b>1,681,081.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	132,080.00	232,817.00	352.00	232,817.00	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 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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>132,080.00</b>	<b>232,817.00</b>	<b>352.00</b>	<b>232,817.00</b>	<b>0.00</b>	<b>0.0%</b>

2023-24 Second 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 Column B & D (F)
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
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			30,363,567.00	35,466,585.00	17,359,127.84	35,466,585.00	0.00	0.0%
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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	234,490.00	172,473.00	234,490.00	172,473.00	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			234,490.00	172,473.00	234,490.00	172,473.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
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%

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 Column B & D (F)
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(107,578.00)	(45,561.00)	(234,490.00)	(45,561.00)	0.00	0.0%



Resource	Description	2023-24 Projected Totals
6266	Educator Effectiveness, FY 2021-22	268,022.00
6300	Lottery: Instructional Materials	425,366.00
6331	CA Community Schools Partnership Act - Planning Grant	141,600.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	608,619.00
7032	Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds	77,252.00
7412	A-G Access/Success Grant	123,981.00
7413	A-G Learning Loss Mitigation Grant	46,480.00
7435	Learning Recovery Emergency Block Grant	973,986.00
7810	Other Restricted State	26,734.00
9010	Other Restricted Local	489,725.00
Total, Restricted Balance		3,181,765.00

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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.00	0.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	0.00	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	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 Column B & D (F)
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	590,134.68	590,134.00		590,134.00	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)			590,134.68	590,134.00		590,134.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			590,134.68	590,134.00		590,134.00		
2) Ending Balance, June 30 (E + F1e)			590,134.68	590,134.00		590,134.00		
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								
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments								
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		
<b>REVENUES</b>								
Sale of Equipment and Supplies		8631	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%
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%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	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 Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	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			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
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			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
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%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	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	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>								
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%
Subscription Assets		6700	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%

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 Column B & D (F)
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
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			0.00	0.00	0.00	0.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>INTERFUND TRANSFERS OUT</b>								
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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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 SBITAs		8974	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%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			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		

Resource	Description	2023-24 Project Year Totals
8210	Student Activity Funds	590,134.00
Total, Restricted Balance		590,134.00

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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	1,172,650.00	1,216,362.00	674,746.00	1,216,362.00	0.00	0.0%
2) Federal Revenue		8100-8299	55,963.00	48,742.00	0.00	48,742.00	0.00	0.0%
3) Other State Revenue		8300-8599	407,359.00	453,687.00	49,061.85	453,687.00	0.00	0.0%
4) Other Local Revenue		8600-8799	59,272.00	97,272.00	36,361.09	97,272.00	0.00	0.0%
5) TOTAL, REVENUES			1,695,244.00	1,816,063.00	760,168.94	1,816,063.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	652,840.00	703,421.00	374,156.62	703,421.00	0.00	0.0%
2) Classified Salaries		2000-2999	112,958.00	107,622.00	47,071.81	107,622.00	0.00	0.0%
3) Employee Benefits		3000-3999	481,018.00	477,933.00	224,068.65	477,933.00	0.00	0.0%
4) Books and Supplies		4000-4999	50,736.00	50,736.00	8,635.87	50,736.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	508,999.00	530,827.00	8,359.03	530,827.00	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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,806,551.00	1,870,539.00	662,291.98	1,870,539.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(111,307.00)	(54,476.00)	97,876.96	(54,476.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	106,359.00	106,359.00	0.00	106,359.00	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			(106,359.00)	(106,359.00)	0.00	(106,359.00)		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(217,666.00)	(160,835.00)	97,876.96	(160,835.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	904,604.02	904,604.00		904,604.00	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)			904,604.02	904,604.00		904,604.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			904,604.02	904,604.00		904,604.00		
2) Ending Balance, June 30 (E + F1e)			686,938.02	743,769.00		743,769.00		
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	157,583.57	172,130.00		172,130.00		
c) Committed								

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 Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	343,850.00	352,347.00		352,347.00		
SRCHS Development Plan	0000	9780		258,413.00				
Technology	0000	9780		20,000.00				
State Lottery Revenue	1100	9780		73,934.00				
SRCHS	0000	9780	258,413.00					
Technology	0000	9780	20,000.00					
State Lottery Revenue	1100	9780	65,437.00					
SRCHS Development Plan	0000	9780				258,413.00		
Technology	0000	9780				20,000.00		
State Lottery Revenue	1100	9780				73,934.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	185,504.45	219,292.00		219,292.00		
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	461,074.00	453,791.00	309,716.00	453,791.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	332,897.00	328,879.00	163,635.00	328,879.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
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	378,679.00	433,692.00	201,395.00	433,692.00	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%
<b>TOTAL, LCFF SOURCES</b>			<b>1,172,650.00</b>	<b>1,216,362.00</b>	<b>674,746.00</b>	<b>1,216,362.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	22,116.00	22,137.00	0.00	22,137.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	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%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	33,847.00	26,605.00	0.00	26,605.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%



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 Column B & D (F)
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>55,963.00</b>	<b>48,742.00</b>	<b>0.00</b>	<b>48,742.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
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	4,707.00	4,875.00	4,875.00	4,875.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	22,041.00	23,904.00	10,806.18	23,904.00	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%
Drug/Alcohol/Tobacco Funds	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%
Career Technical Education Incentive Grant Program	6387	8590	300,000.00	300,000.00	0.00	300,000.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	80,611.00	124,908.00	33,380.67	124,908.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>407,359.00</b>	<b>453,687.00</b>	<b>49,061.85</b>	<b>453,687.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
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	6,000.00	12,000.00	1,452.09	12,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	34,909.00	34,909.00	34,909.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	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%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								

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 Column B & D (F)
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	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	53,272.00	50,363.00	0.00	50,363.00	0.00	0.0%
From JPAs	6500	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			59,272.00	97,272.00	36,361.09	97,272.00	0.00	0.0%
TOTAL, REVENUES			1,695,244.00	1,816,063.00	760,168.94	1,816,063.00		
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	586,515.00	642,035.00	341,133.13	642,035.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	33,441.00	37,992.00	20,263.11	37,992.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	32,884.00	23,394.00	12,760.38	23,394.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			652,840.00	703,421.00	374,156.62	703,421.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	67,371.00	56,766.00	20,006.04	56,766.00	0.00	0.0%
Classified Support Salaries		2200	3,884.00	4,325.00	2,522.80	4,325.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	41,703.00	46,531.00	24,542.97	46,531.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			112,958.00	107,622.00	47,071.81	107,622.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	180,867.00	183,228.00	68,187.31	183,228.00	0.00	0.0%
PERS		3201-3202	31,554.00	30,296.00	13,681.36	30,296.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	19,437.00	19,374.00	9,876.16	19,374.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	232,711.00	229,229.00	124,114.94	229,229.00	0.00	0.0%
Unemployment Insurance		3501-3502	382.00	406.00	210.47	406.00	0.00	0.0%
Workers' Compensation		3601-3602	16,067.00	15,400.00	7,998.41	15,400.00	0.00	0.0%
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			481,018.00	477,933.00	224,068.65	477,933.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	3,117.00	3,117.00	1,890.00	3,117.00	0.00	0.0%
Books and Other Reference Materials		4200	9,073.00	9,073.00	0.00	9,073.00	0.00	0.0%
Materials and Supplies		4300	34,468.00	34,468.00	6,745.87	34,468.00	0.00	0.0%
Noncapitalized Equipment		4400	4,078.00	4,078.00	0.00	4,078.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			50,736.00	50,736.00	8,635.87	50,736.00	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 Column B & D (F)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	7,185.00	0.00	7,185.00	0.00	0.0%
Travel and Conferences		5200	5,750.00	5,750.00	0.00	5,750.00	0.00	0.0%
Dues and Memberships		5300	3,975.00	3,975.00	1,190.00	3,975.00	0.00	0.0%
Insurance		5400-5450	7,160.00	7,160.00	0.00	7,160.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	6,500.00	6,500.00	3,664.84	6,500.00	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	412,203.00	396,971.00	1,125.76	396,971.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	54,465.00	84,340.00	2,378.43	84,340.00	0.00	0.0%
Communications		5900	18,946.00	18,946.00	0.00	18,946.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>508,999.00</b>	<b>530,827.00</b>	<b>8,359.03</b>	<b>530,827.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	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%
Other Transfers Out								
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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
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%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,806,551.00</b>	<b>1,870,539.00</b>	<b>662,291.98</b>	<b>1,870,539.00</b>		

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 Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	106,359.00	106,359.00	0.00	106,359.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			106,359.00	106,359.00	0.00	106,359.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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 Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			(106,359.00)	(106,359.00)	0.00	(106,359.00)		

Resource	Description	2023-24 Projected Totals
6266	Educator Effectiveness, FY 2021-22	20,027.00
6300	Lottery: Instructional Materials	49,319.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	39,543.00
7412	A-G Access/Success Grant	8,681.00
7413	A-G Learning Loss Mitigation Grant	3,254.00
7435	Learning Recovery Emergency Block Grant	48,891.00
7810	Other Restricted State	2,415.00
Total, Restricted Balance		172,130.00

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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	19,713,064.00	19,896,387.00	11,548,751.52	19,896,387.00	0.00	0.0%
2) Federal Revenue		8100-8299	696.00	252.00	148.00	252.00	0.00	0.0%
3) Other State Revenue		8300-8599	607,201.00	650,731.00	387,455.90	650,731.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,604,534.00	2,978,723.00	845,278.47	2,978,723.00	0.00	0.0%
5) TOTAL, REVENUES			22,925,495.00	23,526,093.00	12,781,633.89	23,526,093.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	6,836,180.00	7,673,164.00	4,114,727.04	7,673,164.00	0.00	0.0%
2) Classified Salaries		2000-2999	2,318,849.00	2,737,070.00	1,554,832.23	2,737,070.00	0.00	0.0%
3) Employee Benefits		3000-3999	4,945,690.00	5,162,978.00	2,809,284.95	5,162,978.00	0.00	0.0%
4) Books and Supplies		4000-4999	752,620.00	818,026.00	401,873.69	818,026.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,235,436.00	1,417,222.00	872,362.71	1,417,222.00	0.00	0.0%
6) Capital Outlay		6000-6999	1,622,321.00	1,637,895.00	341,411.78	1,637,895.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	5,139.00	88,176.00	352.00	88,176.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(378,294.00)	(443,661.00)	(63,508.24)	(443,661.00)	0.00	0.0%
9) TOTAL, EXPENDITURES			17,337,941.00	19,090,870.00	10,031,336.16	19,090,870.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			5,587,554.00	4,435,223.00	2,750,297.73	4,435,223.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
b) Transfers Out		7600-7629	234,490.00	172,473.00	234,490.00	172,473.00	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	(3,567,686.00)	(3,886,520.00)	0.00	(3,886,520.00)	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(3,675,264.00)	(3,932,081.00)	(234,490.00)	(3,932,081.00)		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>								
			1,912,290.00	503,142.00	2,515,807.73	503,142.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,734,814.48	3,734,816.00		3,734,816.00	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)			3,734,814.48	3,734,816.00		3,734,816.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,734,814.48	3,734,816.00		3,734,816.00		
2) Ending Balance, June 30 (E + F1e)			5,647,104.48	4,237,958.00		4,237,958.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	2,500.00	2,500.00		2,500.00		
Stores		9712	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 Column B & D (F)
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	1,147,309.00	1,228,931.00		1,228,931.00		
Medi-Cal Unrestr Reimb (MAA)	0000	9780	164,447.00					
Pacific Coast Continuation HS	0000	9780	5,735.00					
Site Grant	0000	9780	235,573.00					
Mad River Continuation HS	0000	9780	4,275.00					
MHS Site Budget	0000	9780	3,785.00					
Professional Development	0000	9780	30,000.00					
Arcata Arts Institute	0000	9780	31,023.00					
Technology	0000	9780	150,000.00					
Deferred Maintenance	0000	9780	522,471.00					
Medi-Cal Unrestr Reimb (MAA)	0000	9780		193,253.00				
Pacific Coast Continuation HS	0000	9780		8,292.00				
Site Grant	0000	9780		264,880.00				
Mad River Continuation HS	0000	9780		9,968.00				
MHS Site Budget	0000	9780		281.00				
Professional Development	0000	9780		30,000.00				
Arcata Arts Institute	0000	9780		28,215.00				
Technology	0000	9780		150,000.00				
Deferred Maintenance	0000	9780		541,351.00				
Adult Education	0000	9780		2,691.00				
Medi-Cal Unrestr Reimb (MAA)	0000	9780				193,253.00		
Pacific Coast Continuation HS	0000	9780				8,292.00		
Site Grant	0000	9780				264,880.00		
Mad River Continuation HS	0000	9780				9,968.00		
MHS Site Budget	0000	9780				281.00		
Professional Development	0000	9780				30,000.00		
Arcata Arts Institute	0000	9780				28,215.00		
Technology	0000	9780				150,000.00		
Deferred Maintenance	0000	9780				541,351.00		
Adult Education	0000	9780				2,691.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	3,957,058.00	3,006,527.00		3,006,527.00		
Unassigned/Unappropriated Amount		9790	540,237.48	0.00		0.00		
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	7,822,473.00	7,925,197.00	5,276,361.00	7,925,197.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	4,591,492.00	4,124,869.00	2,425,711.00	4,124,869.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								

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 Column B & D (F)
Homeowners' Exemptions		8021	78,255.00	78,242.00	11,866.62	78,242.00	0.00	0.0%
Timber Yield Tax		8022	131,782.00	176,924.00	145,890.51	176,924.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
<b>County &amp; District Taxes</b>								
Secured Roll Taxes		8041	7,035,430.00	7,464,703.00	4,283,393.62	7,464,703.00	0.00	0.0%
Unsecured Roll Taxes		8042	343,379.00	372,335.00	299,476.64	372,335.00	0.00	0.0%
Prior Years' Taxes		8043	5,105.00	3,754.00	0.00	3,754.00	0.00	0.0%
Supplemental Taxes		8044	96,163.00	131,700.00	5,584.14	131,700.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	341,474.00	372,706.00	0.00	372,706.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	972,811.00	1,001,754.00	0.00	1,001,754.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Miscellaneous Funds (EC 41604)</b>								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	1,392.00	0.00	295.99	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	(696.00)	0.00	(148.00)	0.00	0.00	0.0%
<b>Subtotal, LCFF Sources</b>			<b>21,419,060.00</b>	<b>21,652,184.00</b>	<b>12,448,431.52</b>	<b>21,652,184.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>LCFF Transfers</b>								
<b>Unrestricted LCFF</b>								
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	(1,705,996.00)	(1,755,797.00)	(899,680.00)	(1,755,797.00)	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%
<b>TOTAL, LCFF SOURCES</b>			<b>19,713,064.00</b>	<b>19,896,387.00</b>	<b>11,548,751.52</b>	<b>19,896,387.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
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						
Title III, Part A, Immigrant Student Program	4201	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 Column B & D (F)
Title III, Part A, English Learner Program	4203	8290						
Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	696.00	252.00	148.00	252.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>696.00</b>	<b>252.00</b>	<b>148.00</b>	<b>252.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
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	95,652.00	104,922.00	104,922.00	104,922.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	255,000.00	260,544.00	139,769.81	260,544.00	0.00	0.0%
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	256,549.00	285,265.00	142,764.09	285,265.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>607,201.00</b>	<b>650,731.00</b>	<b>387,455.90</b>	<b>650,731.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	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 Column B & D (F)
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	21,500.00	21,500.00	11,807.96	21,500.00	0.00	0.0%
Interest		8660	25,000.00	50,000.00	31,089.06	50,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	322,184.00	322,184.00	322,184.00	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	693,004.00	712,149.00	338,972.01	712,149.00	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		
All Other Local Revenue		8699	1,787,852.00	1,795,712.00	140,079.05	1,795,712.00	0.00	0.0%
Tuition		8710	77,178.00	77,178.00	1,146.39	77,178.00	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%

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 Column B & D (F)
TOTAL, OTHER LOCAL REVENUE			2,604,534.00	2,978,723.00	845,278.47	2,978,723.00	0.00	0.0%
TOTAL, REVENUES			22,925,495.00	23,526,093.00	12,781,633.89	23,526,093.00	0.00	0.0%
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	5,090,832.00	5,728,391.00	3,108,754.14	5,728,391.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	827,823.00	932,138.00	483,599.02	932,138.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	851,990.00	947,100.00	513,194.18	947,100.00	0.00	0.0%
Other Certificated Salaries		1900	65,535.00	65,535.00	9,179.70	65,535.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			6,836,180.00	7,673,164.00	4,114,727.04	7,673,164.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	143,918.00	145,605.00	97,649.88	145,605.00	0.00	0.0%
Classified Support Salaries		2200	486,295.00	588,566.00	340,858.38	588,566.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	148,486.00	178,983.00	100,096.00	178,983.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	1,075,960.00	1,292,139.00	728,139.63	1,292,139.00	0.00	0.0%
Other Classified Salaries		2900	464,190.00	531,777.00	288,088.34	531,777.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			2,318,849.00	2,737,070.00	1,554,832.23	2,737,070.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	1,276,495.00	1,404,761.00	743,327.50	1,404,761.00	0.00	0.0%
PERS		3201-3202	611,742.00	677,906.00	385,129.71	677,906.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	280,863.00	334,431.00	183,754.60	334,431.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	2,458,547.00	2,424,163.00	1,383,502.26	2,424,163.00	0.00	0.0%
Unemployment Insurance		3501-3502	4,597.00	5,191.00	6,118.37	5,191.00	0.00	0.0%
Workers' Compensation		3601-3602	193,642.00	196,722.00	107,452.51	196,722.00	0.00	0.0%
OPEB, Allocated		3701-3702	119,804.00	119,804.00	0.00	119,804.00	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			4,945,690.00	5,162,978.00	2,809,284.95	5,162,978.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	1,000.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	716,325.00	773,725.00	381,336.22	773,725.00	0.00	0.0%
Noncapitalized Equipment		4400	35,295.00	44,301.00	20,537.47	44,301.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			752,620.00	818,026.00	401,873.69	818,026.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	87,876.00	123,371.00	67,886.38	123,371.00	0.00	0.0%
Dues and Memberships		5300	51,822.00	54,432.00	38,279.70	54,432.00	0.00	0.0%
Insurance		5400-5450	215,979.00	227,445.00	0.00	227,445.00	0.00	0.0%
Operations and Housekeeping Services		5500	503,632.00	509,721.00	253,755.67	509,721.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	162,076.00	179,975.00	84,354.33	179,975.00	0.00	0.0%
Transfers of Direct Costs		5710	(353,593.00)	(440,123.00)	(121,210.79)	(440,123.00)	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(13,078.00)	(32,691.00)	(1,125.76)	(32,691.00)	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 Column B & D (F)
Professional/Consulting Services and Operating Expenditures		5800	483,556.00	701,519.00	491,507.05	701,519.00	0.00	0.0%
Communications		5900	97,166.00	93,573.00	58,916.13	93,573.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,235,436.00</b>	<b>1,417,222.00</b>	<b>872,362.71</b>	<b>1,417,222.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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	15,574.00	16,729.83	15,574.00	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	1,622,321.00	1,622,321.00	324,681.95	1,622,321.00	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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>1,622,321.00</b>	<b>1,637,895.00</b>	<b>341,411.78</b>	<b>1,637,895.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	5,139.00	88,176.00	352.00	88,176.00	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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>5,139.00</b>	<b>88,176.00</b>	<b>352.00</b>	<b>88,176.00</b>	<b>0.00</b>	<b>0.0%</b>

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 Column B & D (F)
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	(378,294.00)	(443,661.00)	(63,508.24)	(443,661.00)	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			(378,294.00)	(443,661.00)	(63,508.24)	(443,661.00)	0.00	0.0%
TOTAL, EXPENDITURES			17,337,941.00	19,090,870.00	10,031,336.16	19,090,870.00	0.00	0.0%
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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	234,490.00	172,473.00	234,490.00	172,473.00	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			234,490.00	172,473.00	234,490.00	172,473.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	(3,567,686.00)	(3,886,520.00)	0.00	(3,886,520.00)	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(3,567,686.00)	(3,886,520.00)	0.00	(3,886,520.00)	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 Column B & D (F)
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(3,675,264.00)	(3,932,081.00)	(234,490.00)	(3,932,081.00)	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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,043,046.00	7,223,598.00	1,982,999.53	7,223,598.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,471,886.00	2,172,054.00	714,351.22	2,172,054.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,119,314.00	2,286,863.00	947,792.62	2,286,863.00	0.00	0.0%
5) TOTAL, REVENUES			8,634,246.00	11,682,515.00	3,645,143.37	11,682,515.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	3,705,368.00	4,396,990.00	2,371,550.68	4,396,990.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,676,593.00	1,930,426.00	991,212.95	1,930,426.00	0.00	0.0%
3) Employee Benefits		3000-3999	3,812,258.00	3,954,033.00	1,633,528.11	3,954,033.00	0.00	0.0%
4) Books and Supplies		4000-4999	610,582.00	1,079,970.00	447,297.04	1,079,970.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,707,590.00	4,382,808.00	1,794,215.74	4,382,808.00	0.00	0.0%
6) Capital Outlay		6000-6999	8,000.00	43,186.00	26,478.92	43,186.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	126,941.00	144,641.00	0.00	144,641.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	378,294.00	443,661.00	63,508.24	443,661.00	0.00	0.0%
9) TOTAL, EXPENDITURES			13,025,626.00	16,375,715.00	7,327,791.68	16,375,715.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(4,391,380.00)	(4,693,200.00)	(3,682,648.31)	(4,693,200.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			3,567,686.00	3,886,520.00	0.00	3,886,520.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(823,694.00)	(806,680.00)	(3,682,648.31)	(806,680.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,988,443.27	3,988,444.00		3,988,444.00	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)			3,988,443.27	3,988,444.00		3,988,444.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,988,443.27	3,988,444.00		3,988,444.00		
2) Ending Balance, June 30 (E + F1e)			3,164,749.27	3,181,764.00		3,181,764.00		
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		

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 Column B & D (F)
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	3,164,749.27	3,181,765.00		3,181,765.00		
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	0.00	(1.00)		(1.00)		
<b>LCFF SOURCES</b>								
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%
<b>FEDERAL REVENUE</b>								



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 Column B & D (F)
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	282,853.00	283,121.00	0.00	283,121.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	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	123,734.00	123,734.00	48,712.12	123,734.00	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	481,949.00	544,250.00	31,061.99	544,250.00	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	61,764.00	75,696.00	0.00	75,696.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	84,594.00	267,624.00	47,938.27	267,624.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	72,264.00	72,264.00	0.00	72,264.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	3,935,888.00	5,856,909.00	1,855,287.15	5,856,909.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>5,043,046.00</b>	<b>7,223,598.00</b>	<b>1,982,999.53</b>	<b>7,223,598.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
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 Materials		8560	100,500.00	105,984.00	16,171.59	105,984.00	0.00	0.0%
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%

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 Column B & D (F)
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	225,202.00	225,202.00	0.00	225,202.00	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	1,146,184.00	1,840,868.00	698,179.63	1,840,868.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,471,886.00</b>	<b>2,172,054.00</b>	<b>714,351.22</b>	<b>2,172,054.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
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	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	227,425.00	367,967.00	0.00	367,967.00	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%

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 Column B & D (F)
All Other Local Revenue		8699	859,218.00	817,218.00	350,523.62	817,218.00	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	1,032,671.00	1,101,678.00	597,269.00	1,101,678.00	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>2,119,314.00</b>	<b>2,286,863.00</b>	<b>947,792.62</b>	<b>2,286,863.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>8,634,246.00</b>	<b>11,682,515.00</b>	<b>3,645,143.37</b>	<b>11,682,515.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	2,900,827.00	3,290,648.00	1,801,536.15	3,290,648.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	395,973.00	499,817.00	252,571.34	499,817.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	408,568.00	606,525.00	317,443.19	606,525.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>3,705,368.00</b>	<b>4,396,990.00</b>	<b>2,371,550.68</b>	<b>4,396,990.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	912,276.00	1,008,426.00	478,286.77	1,008,426.00	0.00	0.0%
Classified Support Salaries		2200	264,956.00	302,771.00	187,425.03	302,771.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	90,430.00	198,670.00	104,161.83	198,670.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	150,566.00	156,725.00	86,423.03	156,725.00	0.00	0.0%
Other Classified Salaries		2900	258,365.00	263,834.00	134,916.29	263,834.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>1,676,593.00</b>	<b>1,930,426.00</b>	<b>991,212.95</b>	<b>1,930,426.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	1,685,759.00	1,689,573.00	447,288.06	1,689,573.00	0.00	0.0%
PERS		3201-3202	450,606.00	484,958.00	253,033.41	484,958.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	197,289.00	212,831.00	108,413.25	212,831.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	1,363,028.00	1,443,606.00	759,386.43	1,443,606.00	0.00	0.0%
Unemployment Insurance		3501-3502	2,689.00	3,150.00	1,671.44	3,150.00	0.00	0.0%
Workers' Compensation		3601-3602	112,887.00	119,915.00	63,735.52	119,915.00	0.00	0.0%
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%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>3,812,258.00</b>	<b>3,954,033.00</b>	<b>1,633,528.11</b>	<b>3,954,033.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								

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 Column B & D (F)
Approved Textbooks and Core Curricula Materials		4100	72,356.00	107,336.00	102,192.54	107,336.00	0.00	0.0%
Books and Other Reference Materials		4200	9,715.00	2,258.00	1,650.00	2,258.00	0.00	0.0%
Materials and Supplies		4300	483,407.00	866,786.00	261,207.30	866,786.00	0.00	0.0%
Noncapitalized Equipment		4400	45,104.00	103,590.00	82,247.20	103,590.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>610,582.00</b>	<b>1,079,970.00</b>	<b>447,297.04</b>	<b>1,079,970.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	117,110.00	0.00	117,110.00	0.00	0.0%
Travel and Conferences		5200	247,815.00	355,632.00	139,783.30	355,632.00	0.00	0.0%
Dues and Memberships		5300	5,575.00	5,624.00	49.00	5,624.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	52,895.00	547,544.00	545,622.45	547,544.00	0.00	0.0%
Transfers of Direct Costs		5710	353,593.00	440,123.00	121,095.04	440,123.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(399,125.00)	(364,280.00)	0.00	(364,280.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,446,637.00	3,278,088.00	986,168.16	3,278,088.00	0.00	0.0%
Communications		5900	200.00	2,967.00	1,497.79	2,967.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>2,707,590.00</b>	<b>4,382,808.00</b>	<b>1,794,215.74</b>	<b>4,382,808.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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	8,000.00	43,186.00	26,478.92	43,186.00	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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>8,000.00</b>	<b>43,186.00</b>	<b>26,478.92</b>	<b>43,186.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	126,941.00	144,641.00	0.00	144,641.00	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%

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 Column B & D (F)
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)			126,941.00	144,641.00	0.00	144,641.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	378,294.00	443,661.00	63,508.24	443,661.00	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			378,294.00	443,661.00	63,508.24	443,661.00	0.00	0.0%
TOTAL, EXPENDITURES			13,025,626.00	16,375,715.00	7,327,791.68	16,375,715.00	0.00	0.0%
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>INTERFUND TRANSFERS OUT</b>								
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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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								

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 Column B & D (F)
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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			3,567,686.00	3,886,520.00	0.00	3,886,520.00	0.00	0.0%

2023-24 Second 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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	19,713,064.00	19,896,387.00	11,548,751.52	19,896,387.00	0.00	0.0%
2) Federal Revenue		8100-8299	5,043,742.00	7,223,850.00	1,983,147.53	7,223,850.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,079,087.00	2,822,785.00	1,101,807.12	2,822,785.00	0.00	0.0%
4) Other Local Revenue		8600-8799	4,723,848.00	5,265,586.00	1,793,071.09	5,265,586.00	0.00	0.0%
5) TOTAL, REVENUES			31,559,741.00	35,208,608.00	16,426,777.26	35,208,608.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	10,541,548.00	12,070,154.00	6,486,277.72	12,070,154.00	0.00	0.0%
2) Classified Salaries		2000-2999	3,995,442.00	4,667,496.00	2,546,045.18	4,667,496.00	0.00	0.0%
3) Employee Benefits		3000-3999	8,757,948.00	9,117,011.00	4,442,813.06	9,117,011.00	0.00	0.0%
4) Books and Supplies		4000-4999	1,363,202.00	1,897,996.00	849,170.73	1,897,996.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	3,943,026.00	5,800,030.00	2,666,578.45	5,800,030.00	0.00	0.0%
6) Capital Outlay		6000-6999	1,630,321.00	1,681,081.00	367,890.70	1,681,081.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	132,080.00	232,817.00	352.00	232,817.00	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			30,363,567.00	35,466,585.00	17,359,127.84	35,466,585.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			1,196,174.00	(257,977.00)	(932,350.58)	(257,977.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
b) Transfers Out		7600-7629	234,490.00	172,473.00	234,490.00	172,473.00	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			(107,578.00)	(45,561.00)	(234,490.00)	(45,561.00)		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>								
			1,088,596.00	(303,538.00)	(1,166,840.58)	(303,538.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,723,257.75	7,723,260.00		7,723,260.00	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)			7,723,257.75	7,723,260.00		7,723,260.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,723,257.75	7,723,260.00		7,723,260.00		
2) Ending Balance, June 30 (E + F1e)			8,811,853.75	7,419,722.00		7,419,722.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	2,500.00	2,500.00		2,500.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	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 Column B & D (F)
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	3,164,749.27	3,181,765.00		3,181,765.00		
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	1,147,309.00	1,228,931.00		1,228,931.00		
Medi-Cal Unrestr Reimb (MAA)	0000	9780	164,447.00					
Pacific Coast Continuation HS	0000	9780	5,735.00					
Site Grant	0000	9780	235,573.00					
Mad River Continuation HS	0000	9780	4,275.00					
MHS Site Budget	0000	9780	3,785.00					
Professional Development	0000	9780	30,000.00					
Arcata Arts Institute	0000	9780	31,023.00					
Technology	0000	9780	150,000.00					
Deferred Maintenance	0000	9780	522,471.00					
Medi-Cal Unrestr Reimb (MAA)	0000	9780		193,253.00				
Pacific Coast Continuation HS	0000	9780		8,292.00				
Site Grant	0000	9780		264,880.00				
Mad River Continuation HS	0000	9780		9,968.00				
MHS Site Budget	0000	9780		281.00				
Professional Development	0000	9780		30,000.00				
Arcata Arts Institute	0000	9780		28,215.00				
Technology	0000	9780		150,000.00				
Deferred Maintenance	0000	9780		541,351.00				
Adult Education	0000	9780		2,691.00				
Medi-Cal Unrestr Reimb (MAA)	0000	9780				193,253.00		
Pacific Coast Continuation HS	0000	9780				8,292.00		
Site Grant	0000	9780				264,880.00		
Mad River Continuation HS	0000	9780				9,968.00		
MHS Site Budget	0000	9780				281.00		
Professional Development	0000	9780				30,000.00		
Arcata Arts Institute	0000	9780				28,215.00		
Technology	0000	9780				150,000.00		
Deferred Maintenance	0000	9780				541,351.00		
Adult Education	0000	9780				2,691.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	3,957,058.00	3,006,527.00		3,006,527.00		
Unassigned/Unappropriated Amount		9790	540,237.48	(1.00)		(1.00)		
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	7,822,473.00	7,925,197.00	5,276,361.00	7,925,197.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	4,591,492.00	4,124,869.00	2,425,711.00	4,124,869.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions								
Homeowners' Exemptions		8021	78,255.00	78,242.00	11,866.62	78,242.00	0.00	0.0%



2023-24 Second 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 Column B & D (F)
Timber Yield Tax		8022	131,782.00	176,924.00	145,890.51	176,924.00	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	7,035,430.00	7,464,703.00	4,283,393.62	7,464,703.00	0.00	0.0%
Unsecured Roll Taxes		8042	343,379.00	372,335.00	299,476.64	372,335.00	0.00	0.0%
Prior Years' Taxes		8043	5,105.00	3,754.00	0.00	3,754.00	0.00	0.0%
Supplemental Taxes		8044	96,163.00	131,700.00	5,584.14	131,700.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	341,474.00	372,706.00	0.00	372,706.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	972,811.00	1,001,754.00	0.00	1,001,754.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	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	1,392.00	0.00	295.99	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	(696.00)	0.00	(148.00)	0.00	0.00	0.0%
Subtotal, LCFF Sources			21,419,060.00	21,652,184.00	12,448,431.52	21,652,184.00	0.00	0.0%
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	(1,705,996.00)	(1,755,797.00)	(899,680.00)	(1,755,797.00)	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			19,713,064.00	19,896,387.00	11,548,751.52	19,896,387.00	0.00	0.0%
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	282,853.00	283,121.00	0.00	283,121.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	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	123,734.00	123,734.00	48,712.12	123,734.00	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	481,949.00	544,250.00	31,061.99	544,250.00	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	61,764.00	75,696.00	0.00	75,696.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%

2023-24 Second 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 Column B & D (F)
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290	84,594.00	267,624.00	47,938.27	267,624.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	72,264.00	72,264.00	0.00	72,264.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	3,936,584.00	5,857,161.00	1,855,435.15	5,857,161.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>5,043,742.00</b>	<b>7,223,850.00</b>	<b>1,983,147.53</b>	<b>7,223,850.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
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	95,652.00	104,922.00	104,922.00	104,922.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	355,500.00	366,528.00	155,941.40	366,528.00	0.00	0.0%
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	225,202.00	225,202.00	0.00	225,202.00	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	1,402,733.00	2,126,133.00	840,943.72	2,126,133.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>2,079,087.00</b>	<b>2,822,785.00</b>	<b>1,101,807.12</b>	<b>2,822,785.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
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%

2023-24 Second 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 Column B & D (F)
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	21,500.00	21,500.00	11,807.96	21,500.00	0.00	0.0%
Interest		8660	25,000.00	50,000.00	31,089.06	50,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	322,184.00	322,184.00	322,184.00	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	920,429.00	1,080,116.00	338,972.01	1,080,116.00	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	2,647,070.00	2,612,930.00	490,602.67	2,612,930.00	0.00	0.0%
Tuition		8710	77,178.00	77,178.00	1,146.39	77,178.00	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	1,032,671.00	1,101,678.00	597,269.00	1,101,678.00	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%

2023-24 Second 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 Column B & D (F)
TOTAL, OTHER LOCAL REVENUE			4,723,848.00	5,265,586.00	1,793,071.09	5,265,586.00	0.00	0.0%
TOTAL, REVENUES			31,559,741.00	35,208,608.00	16,426,777.26	35,208,608.00	0.00	0.0%
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	7,991,659.00	9,019,039.00	4,910,290.29	9,019,039.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	1,223,796.00	1,431,955.00	736,170.36	1,431,955.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	1,260,558.00	1,553,625.00	830,637.37	1,553,625.00	0.00	0.0%
Other Certificated Salaries		1900	65,535.00	65,535.00	9,179.70	65,535.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			10,541,548.00	12,070,154.00	6,486,277.72	12,070,154.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	1,056,194.00	1,154,031.00	575,936.65	1,154,031.00	0.00	0.0%
Classified Support Salaries		2200	751,251.00	891,337.00	528,283.41	891,337.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	238,916.00	377,653.00	204,257.83	377,653.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	1,226,526.00	1,448,864.00	814,562.66	1,448,864.00	0.00	0.0%
Other Classified Salaries		2900	722,555.00	795,611.00	423,004.63	795,611.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			3,995,442.00	4,667,496.00	2,546,045.18	4,667,496.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	2,962,254.00	3,094,334.00	1,190,615.56	3,094,334.00	0.00	0.0%
PERS		3201-3202	1,062,348.00	1,162,864.00	638,163.12	1,162,864.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	478,152.00	547,262.00	292,167.85	547,262.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	3,821,575.00	3,867,769.00	2,142,888.69	3,867,769.00	0.00	0.0%
Unemployment Insurance		3501-3502	7,286.00	8,341.00	7,789.81	8,341.00	0.00	0.0%
Workers' Compensation		3601-3602	306,529.00	316,637.00	171,188.03	316,637.00	0.00	0.0%
OPEB, Allocated		3701-3702	119,804.00	119,804.00	0.00	119,804.00	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			8,757,948.00	9,117,011.00	4,442,813.06	9,117,011.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	73,356.00	107,336.00	102,192.54	107,336.00	0.00	0.0%
Books and Other Reference Materials		4200	9,715.00	2,258.00	1,650.00	2,258.00	0.00	0.0%
Materials and Supplies		4300	1,199,732.00	1,640,511.00	642,543.52	1,640,511.00	0.00	0.0%
Noncapitalized Equipment		4400	80,399.00	147,891.00	102,784.67	147,891.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,363,202.00	1,897,996.00	849,170.73	1,897,996.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	117,110.00	0.00	117,110.00	0.00	0.0%
Travel and Conferences		5200	335,691.00	479,003.00	207,669.68	479,003.00	0.00	0.0%
Dues and Memberships		5300	57,397.00	60,056.00	38,328.70	60,056.00	0.00	0.0%
Insurance		5400-5450	215,979.00	227,445.00	0.00	227,445.00	0.00	0.0%
Operations and Housekeeping Services		5500	503,632.00	509,721.00	253,755.67	509,721.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	214,971.00	727,519.00	629,976.78	727,519.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	(115.75)	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(412,203.00)	(396,971.00)	(1,125.76)	(396,971.00)	0.00	0.0%

2023-24 Second 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 Column B & D (F)
Professional/Consulting Services and Operating Expenditures		5800	2,930,193.00	3,979,607.00	1,477,675.21	3,979,607.00	0.00	0.0%
Communications		5900	97,366.00	96,540.00	60,413.92	96,540.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>3,943,026.00</b>	<b>5,800,030.00</b>	<b>2,666,578.45</b>	<b>5,800,030.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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	15,574.00	16,729.83	15,574.00	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	1,630,321.00	1,665,507.00	351,160.87	1,665,507.00	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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>1,630,321.00</b>	<b>1,681,081.00</b>	<b>367,890.70</b>	<b>1,681,081.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	132,080.00	232,817.00	352.00	232,817.00	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 Transfers	All Other	7221-7223	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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>132,080.00</b>	<b>232,817.00</b>	<b>352.00</b>	<b>232,817.00</b>	<b>0.00</b>	<b>0.0%</b>

2023-24 Second 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 Column B & D (F)
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
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			30,363,567.00	35,466,585.00	17,359,127.84	35,466,585.00	0.00	0.0%
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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	126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			126,912.00	126,912.00	0.00	126,912.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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	234,490.00	172,473.00	234,490.00	172,473.00	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			234,490.00	172,473.00	234,490.00	172,473.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
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%

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 Column B & D (F)
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(107,578.00)	(45,561.00)	(234,490.00)	(45,561.00)	0.00	0.0%

Resource	Description	2023-24 Projected Totals
6266	Educator Effectiveness, FY 2021-22	268,022.00
6300	Lottery: Instructional Materials	425,366.00
6331	CA Community Schools Partnership Act - Planning Grant	141,600.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	608,619.00
7032	Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds	77,252.00
7412	A-G Access/Success Grant	123,981.00
7413	A-G Learning Loss Mitigation Grant	46,480.00
7435	Learning Recovery Emergency Block Grant	973,986.00
7810	Other Restricted State	26,734.00
9010	Other Restricted Local	489,725.00
Total, Restricted Balance		3,181,765.00



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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	255,000.00	315,487.00	139,589.74	315,487.00	0.00	0.0%
3) Other State Revenue		8300-8599	409,504.00	349,845.00	219,177.36	349,845.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,000.00	1,019.00	1,446.92	1,019.00	0.00	0.0%
5) TOTAL, REVENUES			665,504.00	666,351.00	360,214.02	666,351.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	160,331.00	206,944.00	111,923.25	206,944.00	0.00	0.0%
3) Employee Benefits		3000-3999	120,093.00	128,537.00	72,049.32	128,537.00	0.00	0.0%
4) Books and Supplies		4000-4999	466,767.00	460,094.00	239,724.77	460,094.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	91,123.00	98,288.00	12,307.06	98,288.00	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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			838,314.00	893,863.00	436,004.40	893,863.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(172,810.00)	(227,512.00)	(75,790.38)	(227,512.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	234,490.00	172,473.00	234,490.00	172,473.00	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			234,490.00	172,473.00	234,490.00	172,473.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			61,680.00	(55,039.00)	158,699.62	(55,039.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	134,975.85	134,976.00		134,976.00	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)			134,975.85	134,976.00		134,976.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			134,975.85	134,976.00		134,976.00		
2) Ending Balance, June 30 (E + F1e)			196,655.85	79,937.00		79,937.00		
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	195,443.85	78,706.00		78,706.00		
c) Committed								

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 Column B & D (F)
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	1,212.00	1,231.00		1,231.00		
<b>FEDERAL REVENUE</b>								
Child Nutrition Programs		8220	255,000.00	315,487.00	139,589.74	315,487.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			255,000.00	315,487.00	139,589.74	315,487.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Child Nutrition Programs		8520	409,504.00	349,845.00	219,177.36	349,845.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			409,504.00	349,845.00	219,177.36	349,845.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	500.00	500.00	577.00	500.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	400.00	400.00	42.79	400.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	19.00	19.00	19.00	0.00	0.0%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	100.00	100.00	808.13	100.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,000.00	1,019.00	1,446.92	1,019.00	0.00	0.0%
TOTAL, REVENUES			665,504.00	666,351.00	360,214.02	666,351.00		
<b>CERTIFICATED SALARIES</b>								
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	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			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	145,525.00	190,673.00	102,431.95	190,673.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	14,806.00	16,271.00	9,491.30	16,271.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			160,331.00	206,944.00	111,923.25	206,944.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	42,619.00	49,893.00	28,675.72	49,893.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	12,111.00	15,702.00	8,470.39	15,702.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	61,933.00	58,924.00	32,729.37	58,924.00	0.00	0.0%
Unemployment Insurance		3501-3502	79.00	103.00	55.63	103.00	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 Column B & D (F)
Workers' Compensation		3601-3602	3,351.00	3,915.00	2,118.21	3,915.00	0.00	0.0%
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			120,093.00	128,537.00	72,049.32	128,537.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	60,980.00	50,492.00	27,254.40	50,492.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	1,772.49	0.00	0.00	0.0%
Food		4700	405,787.00	409,602.00	210,697.88	409,602.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			466,767.00	460,094.00	239,724.77	460,094.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,135.00	1,135.00	214.00	1,135.00	0.00	0.0%
Dues and Memberships		5300	70.00	70.00	85.00	70.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	670.00	670.00	0.00	670.00	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	89,248.00	96,413.00	12,008.06	96,413.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			91,123.00	98,288.00	12,307.06	98,288.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>								
Buildings and Improvements of Buildings		6200	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%
Subscription Assets		6700	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%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
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			838,314.00	893,863.00	436,004.40	893,863.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund		8916	234,490.00	172,473.00	234,490.00	172,473.00	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 Column B & D (F)
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			234,490.00	172,473.00	234,490.00	172,473.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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 Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			234,490.00	172,473.00	234,490.00	172,473.00		

Resource	Description	2023-24 Projected Totals
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	78,706.00
Total, Restricted Balance		78,706.00

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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	12,000.00	57,860.00	49,030.02	57,860.00	0.00	0.0%
5) TOTAL, REVENUES			12,000.00	57,860.00	49,030.02	57,860.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			12,000.00	57,860.00	49,030.02	57,860.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			12,000.00	57,860.00	49,030.02	57,860.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,219,380.83	1,219,381.00		1,219,381.00	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)			1,219,380.83	1,219,381.00		1,219,381.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,219,380.83	1,219,381.00		1,219,381.00		
2) Ending Balance, June 30 (E + F1e)			1,231,380.83	1,277,241.00		1,277,241.00		
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								

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 Column B & D (F)
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	1,266,288.00	1,277,241.00		1,277,241.00		
Unassigned/Unappropriated Amount		9790	(34,907.17)	0.00		0.00		
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	12,000.00	12,000.00	3,170.02	12,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	45,860.00	45,860.00	45,860.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			12,000.00	57,860.00	49,030.02	57,860.00	0.00	0.0%
TOTAL, REVENUES			12,000.00	57,860.00	49,030.02	57,860.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund/CSSF		8912	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%
<b>INTERFUND TRANSFERS OUT</b>								
To: General Fund/CSSF		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%
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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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%
<b>CONTRIBUTIONS</b>								
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(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		

Resource	Description	2023-24 Projected Totals
Total, Restricted Balance		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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	11,820.00	57,433.00	47,248.78	57,433.00	0.00	0.0%
5) TOTAL, REVENUES			11,820.00	57,433.00	47,248.78	57,433.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			11,820.00	57,433.00	47,248.78	57,433.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			11,820.00	57,433.00	47,248.78	57,433.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,201,213.56	1,201,214.00		1,201,214.00	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)			1,201,213.56	1,201,214.00		1,201,214.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,201,213.56	1,201,214.00		1,201,214.00		
2) Ending Balance, June 30 (E + F1e)			1,213,033.56	1,258,647.00		1,258,647.00		
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								

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 Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	1,258,602.00	1,258,647.00		1,258,647.00		
Retiree Benefit	0000	9780		1,258,647.00				
Retiree Benefit	0000	9780	1,258,602.00					
Retiree Benefit	0000	9780				1,258,647.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(45,568.44)	0.00		0.00		
<b>OTHER LOCAL REVENUE</b>								
Interest		8660	11,820.00	11,820.00	1,635.78	11,820.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	45,613.00	45,613.00	45,613.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			11,820.00	57,433.00	47,248.78	57,433.00	0.00	0.0%
TOTAL, REVENUES			11,820.00	57,433.00	47,248.78	57,433.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund/CSSF		8912	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%
<b>INTERFUND TRANSFERS OUT</b>								
To: General Fund/CSSF		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%
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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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%
<b>CONTRIBUTIONS</b>								
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(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		

Resource	Description	2023-24 Projected Totals
Total, Restricted Balance		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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	139,250.00	394,876.00	273,074.34	394,876.00	0.00	0.0%
5) TOTAL, REVENUES			139,250.00	394,876.00	273,074.34	394,876.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	8,181.00	8,180.42	8,181.00	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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	8,181.00	8,180.42	8,181.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			139,250.00	386,695.00	264,893.92	386,695.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			139,250.00	386,695.00	264,893.92	386,695.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	6,383,648.85	6,383,649.00		6,383,649.00	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)			6,383,648.85	6,383,649.00		6,383,649.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			6,383,648.85	6,383,649.00		6,383,649.00		
2) Ending Balance, June 30 (E + F1e)			6,522,898.85	6,770,344.00		6,770,344.00		
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) Legally Restricted Balance		9740	6,778,524.85	6,770,344.00		6,770,344.00		
c) Committed								

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 Column B & D (F)
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	(255,626.00)	0.00		0.00		
<b>FEDERAL REVENUE</b>								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
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%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
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%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	139,250.00	139,250.00	17,448.34	139,250.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	255,626.00	255,626.00	255,626.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	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			139,250.00	394,876.00	273,074.34	394,876.00	0.00	0.0%
TOTAL, REVENUES			139,250.00	394,876.00	273,074.34	394,876.00		
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	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 Column B & D (F)
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
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			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	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	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>								
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	8,181.00	8,180.42	8,181.00	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%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	8,181.00	8,180.42	8,181.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								

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 Column B & D (F)
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
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%
TOTAL, EXPENDITURES			0.00	8,181.00	8,180.42	8,181.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>INTERFUND TRANSFERS OUT</b>								
To: State School Building Fund/County School Facilities Fund		7613	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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Proceeds								
Proceeds from Sale of Bonds		8951	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
County School Building Aid		8961	0.00	0.00	0.00	0.00	0.00	0.0%
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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
9010	Other Restricted Local	6,770,344.00
Total, Restricted Balance		6,770,344.00



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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,350.00	1,350.00	270.15	1,350.00	0.00	0.0%
5) TOTAL, REVENUES			1,350.00	1,350.00	270.15	1,350.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			1,350.00	1,350.00	270.15	1,350.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			1,350.00	1,350.00	270.15	1,350.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	500,129.37	500,129.00		500,129.00	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)			500,129.37	500,129.00		500,129.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			500,129.37	500,129.00		500,129.00		
2) Ending Balance, June 30 (E + F1e)			501,479.37	501,479.00		501,479.00		
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) Legally Restricted Balance								
c) Committed		9740	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 Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	500,855.00	501,479.00		501,479.00		
Capital Outlay	0000	9780		501,479.00				
Capital Outlay	0000	9780	500,855.00					
Capital Outlay	0000	9780				501,479.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	624.37	0.00		0.00		
<b>FEDERAL REVENUE</b>								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Pass-Through Revenues from State Sources		8587	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%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	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%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	1,350.00	1,350.00	270.15	1,350.00	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%
Other Local Revenue								
All Other Local Revenue		8699	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			1,350.00	1,350.00	270.15	1,350.00	0.00	0.0%
TOTAL, REVENUES			1,350.00	1,350.00	270.15	1,350.00		
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	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 Column B & D (F)
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			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	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	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>								
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%
Subscription Assets		6700	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%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Other Transfers Out								
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%
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%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								

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 Column B & D (F)
From: General Fund/CSSF		8912	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%
<b>INTERFUND TRANSFERS OUT</b>								
To: General Fund/CSSF		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%
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%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Proceeds								
Proceeds from Sale/Lease-Purchase of Land/Buildings		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%
Proceeds from SBITAs		8974	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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2023-24 Projected Totals
Total, Restricted Balance		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 Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	477,095.00	495,496.00	250,309.77	495,496.00	0.00	0.0%
5) TOTAL, REVENUES			477,095.00	495,496.00	250,309.77	495,496.00		
<b>B. EXPENSES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	306,288.00	294,005.00	169,731.36	294,005.00	0.00	0.0%
3) Employee Benefits		3000-3999	135,481.00	104,033.00	58,867.89	104,033.00	0.00	0.0%
4) Books and Supplies		4000-4999	9,500.00	9,500.00	3,721.08	9,500.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	35,350.00	30,423.00	15,154.67	30,423.00	0.00	0.0%
6) Depreciation and Amortization		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	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			486,619.00	437,961.00	247,475.00	437,961.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES(A5 -B9)</b>			(9,524.00)	57,535.00	2,834.77	57,535.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	20,553.00	20,553.00	0.00	20,553.00	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			(20,553.00)	(20,553.00)	0.00	(20,553.00)		
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			(30,077.00)	36,982.00	2,834.77	36,982.00		
<b>F. NET POSITION</b>								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	105,462.24	105,462.00		105,462.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	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 Column B & D (F)
c) As of July 1 - Audited (F1a + F1b)			105,462.24	105,462.00		105,462.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			105,462.24	105,462.00		105,462.00		
2) Ending Net Position, June 30 (E + F1e)			75,385.24	142,444.00		142,444.00		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	0.00	0.00		0.00		
c) Unrestricted Net Position		9790	75,385.24	142,444.00		142,444.00		
<b>OTHER STATE REVENUE</b>								
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
Sales								
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	1,000.00	1,000.00	281.17	1,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	18,401.00	18,401.00	18,401.00	0.00	0.0%
Fees and Contracts								
All Other Fees and Contracts		8689	410,713.00	410,713.00	200,620.22	410,713.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	65,382.00	65,382.00	31,007.38	65,382.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			477,095.00	495,496.00	250,309.77	495,496.00	0.00	0.0%
TOTAL, REVENUES			477,095.00	495,496.00	250,309.77	495,496.00		
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	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			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	60,122.00	60,122.00	35,070.91	60,122.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	246,166.00	233,883.00	134,660.45	233,883.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			306,288.00	294,005.00	169,731.36	294,005.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	81,717.00	52,059.00	28,721.80	52,059.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	23,431.00	22,491.00	12,984.56	22,491.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	23,748.00	23,748.00	13,853.00	23,748.00	0.00	0.0%
Unemployment Insurance		3501-3502	153.00	147.00	84.84	147.00	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 Column B & D (F)
Workers' Compensation		3601-3602	6,432.00	5,588.00	3,223.69	5,588.00	0.00	0.0%
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%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>135,481.00</b>	<b>104,033.00</b>	<b>58,867.89</b>	<b>104,033.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								
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	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	5,500.00	5,500.00	3,721.08	5,500.00	0.00	0.0%
Noncapitalized Equipment		4400	4,000.00	4,000.00	0.00	4,000.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>9,500.00</b>	<b>9,500.00</b>	<b>3,721.08</b>	<b>9,500.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENSES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,000.00	1,000.00	0.00	1,000.00	0.00	0.0%
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	2,750.00	2,750.00	1,332.87	2,750.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	28,600.00	23,600.00	12,105.23	23,600.00	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	0.00	73.00	73.00	73.00	0.00	0.0%
Communications		5900	3,000.00	3,000.00	1,643.57	3,000.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			<b>35,350.00</b>	<b>30,423.00</b>	<b>15,154.67</b>	<b>30,423.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>DEPRECIATION AND AMORTIZATION</b>								
Depreciation Expense		6900	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, DEPRECIATION AND AMORTIZATION</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENSES</b>			<b>486,619.00</b>	<b>437,961.00</b>	<b>247,475.00</b>	<b>437,961.00</b>		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) <b>TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	20,553.00	20,553.00	0.00	20,553.00	0.00	0.0%
(b) <b>TOTAL, INTERFUND TRANSFERS OUT</b>			<b>20,553.00</b>	<b>20,553.00</b>	<b>0.00</b>	<b>20,553.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								



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 Column B & D (F)
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(20,553.00)	(20,553.00)	0.00	(20,553.00)		

Resource	Description	2023-24 Projected Totals
Total, Restricted Net Position		0.00

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT**  
**ALL FUNDS**  
**SECOND INTERIM WORKING BUDGET**  
**FISCAL YEAR 2023-24**

2/23/2024

	General Fund/TRANS			SPECIAL REVENUE FUNDS			OTHER FUND TYPES			Six Rivers Charter	NH Employment Services	Student Activity	Total All Funds
	Unrestricted	Restricted	Total	Cafeteria Fund	Special Reserves	Building Fund	2010 Bond Building Fund	Capital Outlay	Retiree Fund				
<b>A. REVENUES</b>													
Local Control Funding Formula	\$ 19,896,387	\$	\$ 19,896,387	\$	\$	\$	\$	\$	\$	\$ 1,216,362	\$	\$	\$ 21,112,749
Federal Sources	252	7,223,598	7,223,850	315,487						48,742			7,588,079
Other State Sources	650,731	2,172,054	2,822,785	349,845						453,687			3,626,317
Other Local Sources	2,978,723	2,286,863	5,265,586	1,019	57,860	6,211	388,665	1,350	57,433	97,272	495,496		6,370,892
<b>Total Revenue</b>	<b>23,526,093</b>	<b>11,682,515</b>	<b>35,208,608</b>	<b>666,351</b>	<b>57,860</b>	<b>6,211</b>	<b>388,665</b>	<b>1,350</b>	<b>57,433</b>	<b>1,816,063</b>	<b>495,496</b>		<b>38,698,037</b>
<b>B. EXPENDITURES</b>													
Certificated Salaries	7,673,164	4,396,990	12,070,154							703,421			12,773,575
Classified Salaries	2,737,070	1,930,426	4,667,496	206,944						107,622	294,005		5,276,067
Employee Benefits	5,162,978	3,954,033	9,117,011	128,537						477,933	104,033		9,827,514
Supplies	818,026	1,079,970	1,897,996	460,094						50,736	9,500		2,418,326
Services & Other Operating	1,417,222	4,382,808	5,800,030	98,288						530,827	30,423		6,459,568
Capital Outlay	1,637,895	43,186	1,681,081				8,181						1,689,262
Other Outgo	88,176	144,641	232,817										232,817
Support Costs	(443,661)	443,661											
<b>Total Expenditures</b>	<b>19,090,870</b>	<b>16,375,715</b>	<b>35,466,585</b>	<b>893,863</b>			<b>8,181</b>			<b>1,870,539</b>	<b>437,961</b>		<b>38,677,129</b>
<b>C. EXCESS REVENUES (EXPENDITURES)</b>	<b>4,435,223</b>	<b>(4,693,200)</b>	<b>(257,977)</b>	<b>(227,512)</b>	<b>57,860</b>	<b>6,211</b>	<b>380,484</b>	<b>1,350</b>	<b>57,433</b>	<b>(54,476)</b>	<b>57,535</b>		<b>20,908</b>
<b>D. OTHER FINANCING SOURCES/USES</b>													
Interfund Transfers In	126,912		126,912	172,473									299,385
Interfund Transfers Out	(172,473)		(172,473)							(106,359)	(20,553)		(299,385)
Other Sources													
Other Uses													
Contributions	(3,886,520)	3,886,520											
<b>Total Other Sources (Uses)</b>	<b>(3,932,081)</b>	<b>3,886,520</b>	<b>(45,561)</b>	<b>172,473</b>						<b>(106,359)</b>	<b>(20,553)</b>		
<b>E. FUND BALANCE INCREASE (DECREASE)</b>	<b>503,142</b>	<b>(806,680)</b>	<b>(303,538)</b>	<b>(55,039)</b>	<b>57,860</b>	<b>6,211</b>	<b>380,484</b>	<b>1,350</b>	<b>57,433</b>	<b>(160,835)</b>	<b>36,982</b>		<b>20,908</b>
<b>F. ADJUSTED BEGINNING BALANCE</b>	<b>3,734,816</b>	<b>3,988,444</b>	<b>7,723,260</b>	<b>134,976</b>	<b>1,219,381</b>	<b>131,899</b>	<b>6,251,750</b>	<b>500,129</b>	<b>1,201,214</b>	<b>904,604</b>	<b>105,462</b>	<b>590,135</b>	<b>18,762,809</b>
<b>G. ENDING BALANCE</b>	<b>\$ 4,237,958</b>	<b>\$ 3,181,764</b>	<b>\$ 7,419,722</b>	<b>\$ 79,937</b>	<b>\$ 1,277,241</b>	<b>\$ 138,110</b>	<b>\$ 6,632,234</b>	<b>\$ 501,479</b>	<b>\$ 1,258,647</b>	<b>\$ 743,769</b>	<b>142,444</b>	<b>590,135</b>	<b>\$ 18,783,717</b>

*District Reserve of 12.02% includes:*

<i>Total General Fund Expenditures, Transfers out and Uses</i>	\$35,639,058	<i>General Fund Designated for Economic Uncertainty:</i>	\$ 3,006,527
<b>Recommended Minimum Reserve Calculation at 3%:</b>	<b>\$1,069,172</b>	<i>Special Reserve Fund Ending Balance:</i>	<u>\$ 1,277,241</u>
<i>Budgeted Reserve Level:</i>	<i>12.02%</i>	<b>TOTAL:</b>	<b>\$ 4,283,768</b>

**MULTI-YEAR BUDGET PROJECTION**

NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT													2/23/2024	
ALL FUNDS														
SECOND INTERIM MULTI-YEAR PROJECTION FISCAL YEAR 2024-25	General	General	General	----- SPECIAL REVENUE FUNDS -----			----- OTHER FUND TYPES -----							
	Fund/TRANS Unrestricted	Fund/TRANS Restricted	Fund/TRANS Total	Cafeteria Fund	Special Reserves	Building Fund	2010 Bond Building Fund	Capital Outlay	Retiree Fund	Six Rivers Charter	NH Employment Services	Student Activity	Total All Funds	
<b>A. REVENUES</b>														
Local Control Funding Formula	\$ 19,957,749	\$	\$ 19,957,749	\$	\$	\$	\$	\$	\$	\$ 1,228,180	\$	\$	\$ 21,185,929	
Federal Sources	252	5,241,475	5,241,727	257,800						48,742			5,548,269	
Other State Sources	650,731	1,590,286	2,241,017	283,000						397,864			2,921,881	
Other Local Sources	1,537,474	1,910,245	3,447,719	1,019	57,860	1,250	138,000	1,350	57,433	97,272	495,496		4,297,399	
<b>Total Revenue</b>	<b>22,146,206</b>	<b>8,742,006</b>	<b>30,888,212</b>	<b>541,819</b>	<b>57,860</b>	<b>1,250</b>	<b>138,000</b>	<b>1,350</b>	<b>57,433</b>	<b>1,772,058</b>	<b>495,496</b>		<b>33,953,478</b>	
<b>B. EXPENDITURES</b>														
Certificated Salaries	7,689,737	4,372,835	12,062,572							716,716			12,779,288	
Classified Salaries	2,784,597	1,843,486	4,628,083	212,812						103,377	284,623		5,228,895	
Employee Benefits	5,511,308	3,903,051	9,414,359	138,129						500,755	102,710		10,155,953	
Supplies	759,524	499,660	1,259,184	460,094						50,736	9,500		1,779,514	
Services & Other Operating	2,007,111	2,232,231	4,239,342	31,443						458,274	30,711		4,759,770	
Capital Outlay	140,000	8,000	148,000										148,000	
Other Outgo	5,139	144,641	149,780										149,780	
Support Costs	(397,861)	397,861												
<b>Total Expenditures</b>	<b>18,499,555</b>	<b>13,401,765</b>	<b>31,901,320</b>	<b>842,478</b>						<b>1,829,858</b>	<b>427,544</b>		<b>35,001,200</b>	
<b>C. EXCESS REVENUES (EXPENDITURES)</b>	<b>3,646,651</b>	<b>(4,659,759)</b>	<b>(1,013,108)</b>	<b>(300,659)</b>	<b>57,860</b>	<b>1,250</b>	<b>138,000</b>	<b>1,350</b>	<b>57,433</b>	<b>(57,800)</b>	<b>67,952</b>		<b>(1,047,722)</b>	
<b>D. OTHER FINANCING SOURCES/USES</b>														
Interfund Transfers In	126,912		126,912	300,678									427,590	
Interfund Transfers Out	(300,678)		(300,678)							(106,359)	(20,553)		(427,590)	
Other Sources														
Other Uses														
Contributions	(3,760,382)	3,760,382												
<b>Total Other Sources (Uses)</b>	<b>(3,934,148)</b>	<b>3,760,382</b>	<b>(173,766)</b>	<b>300,678</b>						<b>(106,359)</b>	<b>(20,553)</b>			
<b>E. FUND BALANCE INCREASE (DECREASE)</b>	<b>(287,497)</b>	<b>(899,377)</b>	<b>(1,186,874)</b>	<b>19</b>	<b>57,860</b>	<b>1,250</b>	<b>138,000</b>	<b>1,350</b>	<b>57,433</b>	<b>(164,159)</b>	<b>47,399</b>		<b>(1,047,722)</b>	
<b>F. ADJUSTED BEGINNING BALANCE</b>	<b>4,237,958</b>	<b>3,181,764</b>	<b>7,419,722</b>	<b>79,937</b>	<b>1,277,241</b>	<b>138,110</b>	<b>6,632,234</b>	<b>501,479</b>	<b>1,258,647</b>	<b>743,769</b>	<b>142,444</b>	<b>590,135</b>	<b>18,783,717</b>	
<b>G. ENDING BALANCE</b>	<b>\$ 3,950,461</b>	<b>\$ 2,282,387</b>	<b>\$ 6,232,848</b>	<b>\$ 79,956</b>	<b>\$ 1,335,101</b>	<b>\$ 139,360</b>	<b>\$ 6,770,234</b>	<b>\$ 502,829</b>	<b>\$ 1,316,080</b>	<b>\$ 579,610</b>	<b>189,843</b>	<b>590,135</b>	<b>\$ 17,735,995</b>	
<p align="center"><i>District Reserve of 12.68% includes:</i></p> <p><i>General Fund Designated for Economic Uncertainty:</i> \$ 2,747,370</p> <p><i>Special Reserve Fund Ending Balance:</i> \$ 1,335,101</p> <p><b>TOTAL:</b> \$ 4,082,471</p>														
<b>Total General Fund Expenditures, Transfers out and Uses</b>		\$32,201,998												
<b>Recommended Minimum Reserve Calculation at 3%:</b>		<b>\$966,060</b>												
<i>Budgeted Reserve Level:</i>		<i>12.68%</i>												

**MULTI-YEAR BUDGET PROJECTION**

NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT													
2/23/2024													
ALL FUNDS	General			----- SPECIAL REVENUE FUNDS -----			----- OTHER FUND TYPES -----						
SECOND INTERIM MULTI-YEAR PROJECTION	Fund/TRANS	Fund/TRANS	Fund/TRANS	Cafeteria	Special	Building	2010 Bond	Capital	Retiree	Six Rivers	NH Employment	Student	Total
FISCAL YEAR 2025-26	Unrestricted	Restricted	Total	Fund	Reserves	Fund	Building Fund	Outlay	Fund	Charter	Services	Activity	All Funds
<b>A. REVENUES</b>													
Local Control Funding Formula	\$ 20,207,884	\$	\$ 20,207,884	\$	\$	\$	\$	\$	\$	\$ 1,262,213			\$ 21,470,097
Federal Sources	252	5,260,446	5,260,698	257,800						48,742			5,567,240
Other State Sources	650,731	1,490,286	2,141,017	283,000						397,864			2,821,881
Other Local Sources	1,517,971	1,934,187	3,452,158	1,019	57,860	1,250	138,000	1,350	57,433	97,272	495,496		4,301,838
<b>Total Revenue</b>	<b>22,376,838</b>	<b>8,684,919</b>	<b>31,061,757</b>	<b>541,819</b>	<b>57,860</b>	<b>1,250</b>	<b>138,000</b>	<b>1,350</b>	<b>57,433</b>	<b>1,806,091</b>	<b>495,496</b>		<b>34,161,056</b>
<b>B. EXPENDITURES</b>													
Certificated Salaries	7,744,017	4,440,355	12,184,372							724,465			12,908,837
Classified Salaries	2,827,898	1,826,755	4,654,653	215,294						105,934	284,623		5,260,504
Employee Benefits	4,562,129	3,901,599	8,463,728	137,243						427,642	104,010		9,132,623
Supplies	759,524	499,653	1,259,177	460,094						50,736	9,500		1,779,507
Services & Other Operating	2,182,928	1,996,565	4,179,493	31,443						459,189	31,013		4,701,138
Capital Outlay	140,000	8,000	148,000										148,000
Other Outgo	5,139	144,641	149,780										149,780
Support Costs	(383,486)	383,486											
<b>Total Expenditures</b>	<b>17,838,149</b>	<b>13,201,054</b>	<b>31,039,203</b>	<b>844,074</b>						<b>1,767,966</b>	<b>429,146</b>		<b>34,080,389</b>
<b>C. EXCESS REVENUES (EXPENDITURES)</b>	<b>4,538,689</b>	<b>(4,516,135)</b>	<b>22,554</b>	<b>(302,255)</b>	<b>57,860</b>	<b>1,250</b>	<b>138,000</b>	<b>1,350</b>	<b>57,433</b>	<b>38,125</b>	<b>66,350</b>		<b>80,667</b>
<b>D. OTHER FINANCING SOURCES/USES</b>													
Interfund Transfers In	126,912		126,912	302,274									429,186
Interfund Transfers Out	(302,274)		(302,274)							(106,359)	(20,553)		(429,186)
Other Sources													
Other Uses													
Contributions	(3,834,140)	3,834,140											
<b>Total Other Sources (Uses)</b>	<b>(4,009,502)</b>	<b>3,834,140</b>	<b>(175,362)</b>	<b>302,274</b>						<b>(106,359)</b>	<b>(20,553)</b>		
<b>E. FUND BALANCE INCREASE (DECREASE)</b>	<b>529,187</b>	<b>(681,995)</b>	<b>(152,808)</b>	<b>19</b>	<b>57,860</b>	<b>1,250</b>	<b>138,000</b>	<b>1,350</b>	<b>57,433</b>	<b>(68,234)</b>	<b>45,797</b>		<b>80,667</b>
<b>F. ADJUSTED BEGINNING BALANCE</b>	<b>3,950,461</b>	<b>2,282,387</b>	<b>6,232,848</b>	<b>79,956</b>	<b>1,335,101</b>	<b>139,360</b>	<b>6,770,234</b>	<b>502,829</b>	<b>1,316,080</b>	<b>579,610</b>	<b>189,843</b>	<b>590,135</b>	<b>17,735,995</b>
<b>G. ENDING BALANCE</b>	<b>\$ 4,479,648</b>	<b>\$ 1,600,392</b>	<b>\$ 6,080,040</b>	<b>\$ 79,975</b>	<b>\$ 1,392,961</b>	<b>\$ 140,610</b>	<b>\$ 6,908,234</b>	<b>\$ 504,179</b>	<b>\$ 1,373,513</b>	<b>\$ 511,376</b>	<b>235,640</b>	<b>590,135</b>	<b>\$ 17,816,662</b>

*District Reserve of 14.99% includes:*

<i>Total General Fund Expenditures, Transfers out and Uses</i>	\$31,341,477	<i>General Fund Designated for Economic Uncertainty:</i>	\$ 3,305,756
<b>Recommended Minimum Reserve Calculation at 3%:</b>	<b>\$940,244</b>	<i>Special Reserve Fund Ending Balance:</i>	\$ 1,392,961
<i>Budgeted Reserve Level:</i>	<i>14.99%</i>	<b>TOTAL:</b>	<b>\$ 4,698,717</b>

**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT**  
**SUPPLEMENT: SECOND INTERIM CASH FLOW -- GENERAL & RESERVE FUNDS**  
 Beginning Cash balance as of January 31, 2024

02/23/24

	February	March	April	May	June	Receivable
<b>Cash as of Jan 31</b>	7,659,051	9,630,140	11,459,987	12,196,225	13,557,583	
<b>LCFF Revenues</b>	529,767	1,379,346	529,767	529,767	5,378,988	0
<b>Federal Revenues</b>	1,332,477	341,656	27,430	342,125	1,589,253	1,607,761
<b>State Revenues</b>	7,963	7,963	78,159	7,963	1,485,422	133,508
<b>Local Revenues</b>	100,882	100,882	100,882	114,752	3,051,492	12,455
<b>Sources</b>	0	0	0	0	0	
<b>P/Y Recbl</b>	0	0	0	526,955	0	
<b>1000</b>	0	0	0	0	5,583,876	
<b>2000</b>	0	0	0	0	2,121,451	
<b>3000</b>	0	0	0	0	4,674,198	
<b>4000</b>	0	0	0	0	1,048,825	
<b>5000</b>	0	0	0	0	3,133,452	
<b>6000</b>	0	0	0	0	1,313,190	
<b>7000</b>	0	0	0	0	232,465	
<b>Uses</b>	0	0	0	0	0	
<b>TF in</b>	0	0	0	0	126,912	
<b>TF out</b>	0	0	0	0	(62,017)	
<b>TRANS Note Payable</b>	0	0	0	0	0	
<b>Payables</b>	0	0	0	160,204	(179)	
<b>Deferred Expense</b>	0					
<b>Prepaid Expense</b>					0	
<b>Cash Balance</b>	<b>9,630,140</b>	<b>11,459,987</b>	<b>12,196,225</b>	<b>13,557,583</b>	<b>7,144,031</b>	

**Total Receivables (including deferred appropriations if any)**  
**Final Projected Cash Balance General Fund, TRANS, Reserve:**

**\$1,753,724**  
**\$7,144,031**



## NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM: 9.1**

**SUBJECT:**

Comprehensive School Safety Plans

**DEPARTMENT/PROGRAM:**

Community Leadership/Engagement

**ACTION REQUESTED:**

Recommend approval of the 2023-24 Comprehensive School Safety Plans for Arcata and McKinleyville High School campuses

**PREVIOUS STAFF/BOARD ACTION:**

Board approves annually

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

California Education Code sections 32280-32289 require each school site to have an up-to-date comprehensive safe school plan. An integral part of each safe school plan is the crisis preparedness and response component, in addition to appropriate strategies and programs that maintain a high level of school safety.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON:**

Gayle Conway, Director of Student Services  
Tahniah Campbell, AHS Assistant Principal  
Ilza Hakenen, MHS Assistant Principal



# Arcata High School, Six Rivers Charter High School, & Pacific Coast High School

## 2024-2025 Comprehensive School Safety Plan



### Northern Humboldt Union High School District



# Contents

- Section 1 – Introduction ..... 1
  - Preface ..... 2
  - Arcata High School CSSP..... 3
    - School Stakeholders..... 3
    - Law Enforcement, Fire Department, Emergency Response..... 3
    - Vision Statement..... 4
    - Developing caring, engaged and adaptable individuals who embrace opportunities and are empowered to meet challenges in their future ..... 4
    - Mission Statement..... 4
    - Meeting Minutes ..... 5
- Section 2 – Policies and Procedures ..... 6
  - Child Abuse Prevention And Reporting – BP 5141.4..... 7
    - Suspected Child Abuse Reporting Procedures ..... 7
  - Child Abuse Prevention And Reporting – AR 5141.4 ..... 8
    - Suspected Child Abuse Reporting Procedures ..... 8
  - Suspected Child Abuse Report Form (BCIA 8572)..... 15
  - Suspension And Expulsion/Due Process – BP 5144.1 ..... 17
  - Suspension And Expulsion/Due Process – AR 5144.1 ..... 20
  - Suspension And Expulsion/Due Process – AR 5144.2 ..... 38
    - (Students With Disabilities)..... 38
  - Employee Security – BP 4158, 4258, 4358..... 44
    - Notify Teachers of Dangerous Students..... 44
  - Employee Security – AR 4158, 4258, 4358..... 46
    - Notify Teachers of Dangerous Students..... 46
  - Nondiscrimination – BP 0410..... 49
    - In District Programs And Activities (includes Hate Crime Reporting) ..... 49
  - Nondiscrimination/Harassment – BP 5145.3..... 50
  - Nondiscrimination/Harassment – AR 5145.3..... 52
  - Sexual Harassment – BP 5145.7..... 58
  - Sexual Harassment – AR 5145.7..... 64
  - Hate-Motivated Behavior – BP 5145.9..... 68
  - Safety – AR 5142 ..... 69
    - Procedures for Safe Ingress and Egress ..... 69
  - Conduct – BP 5131 ..... 72
    - School Discipline ..... 72
  - Student Disturbances – BP 5131.4..... 75
  - Student Disturbances – AR 5131.4..... 76

Weapons And Dangerous Instruments – AR 5131.7.....	77
Gangs – BP 5136.....	78
Discipline – BP 5144 .....	79
Discipline – AR 5144.....	80
Bullying/Cyber Bullying – BP 5145.10 .....	84
Preventing Bullying .....	84
Positive School Climate – BP 5137 .....	87
Dangerous, Violent, Or Unlawful Activities.....	89
Assessment and Response Procedures .....	89
Opioid Overdose Protocol – Melanie’s Law .....	91
Student Overdose or Possible Overdose Protocol .....	91
Student Overdose or Possible Overdose Procedures (The 4 Rs) .....	92
Narcan/Naloxone on School Sites.....	93
Individualized Safety Plans.....	94
Our School’s Individualized Plans.....	94
Drills, Training, and Exercises.....	95
Student Safety – Drills, Training,and Exercises.....	95
Emergency Operations Plan – Excerpted .....	96
<b>Functional Annex.....</b>	<b>97</b>
Accounting for all Persons.....	98
Attendance Records.....	98
Crisis or Incident Accounting.....	98
Assembly Areas .....	98
Student Release .....	99
Communications.....	100
Purpose.....	100
Scope .....	100
Activation.....	100
Key Tasks/Responsibilities.....	100
Internal Communications.....	101
Activation.....	101
Concept of Operations .....	101
Continuity of Operations (COOP) .....	103
General .....	103
Scope .....	103
Responsibilities .....	103
Evacuation .....	105
General .....	105
Concept of Operations .....	105
Evacuation Procedures .....	105

On-Site Evacuation.....	106
Off-Site Evacuation .....	106
Evacuating Students with Disabilities.....	106
Preparation and Planning .....	107
<b>Lockdown (Deny Entry or Closing) .....</b>	<b>109</b>
General .....	109
Instructions .....	109
<b>Public, Medical, and Mental Health.....</b>	<b>110</b>
General .....	110
Public Health.....	110
Medical Health.....	110
Mental Health.....	111
<b>Public Safety and Security.....</b>	<b>112</b>
Purpose.....	112
Scope .....	112
Key Tasks/Responsibilities.....	112
Concept of Operations.....	113
<b>Recovery.....</b>	<b>114</b>
General .....	114
Before – Action Items.....	114
During – Action Items .....	114
After – Action Items.....	116
Resources.....	116
<b>Reunification .....</b>	<b>117</b>
General .....	117
Reunification Procedures.....	117
Traffic Control .....	117
Maintaining the Procedures.....	118
<b>Shelter-in-Place.....</b>	<b>119</b>
General .....	119
Description of Action .....	119
<b>Situational Awareness.....</b>	<b>120</b>
Overview.....	120
Prepare .....	121
Field Protocol.....	121
Disaster Service Worker.....	121
<b>Special Needs Population.....</b>	<b>122</b>
Planning Needs and Assumptions.....	122
<b>Hazard/Threat Annex .....</b>	<b>123</b>
Hazard-Threat Assessment .....	124
HTAS Report.....	125

<b>Active Assailant</b> .....	<b>126</b>
Purpose.....	126
Situation and Assumptions .....	126
Continuity of Operations (Annex Specific) .....	126
Organization and Assignment of Responsibilities.....	126
Plan Development.....	126
Authorities and References.....	126
Incident Command Actions.....	128
<b>Cyber Threat or Attack</b> .....	<b>133</b>
Purpose.....	133
Situation and Assumptions .....	133
Organization and Assignment of Responsibilities.....	135
Glossary of Terms .....	135
Incident Command Actions.....	136
Authorities and References.....	138
<b>Earthquake</b> .....	<b>139</b>
Duck, Cover, and Hold.....	139
Description of Action .....	139
Procedures.....	139
During Non-Operating Hours .....	140
<b>Extreme Heat and Unhealthy Air Quality</b> .....	<b>141</b>
Purpose.....	141
Actions.....	141
District Activities and What To Do During Extreme Heat Conditions .....	141
<b>Fire - Structural</b> .....	<b>142</b>
Procedure .....	142
<b>Fire – Forest, Wildfire, or Urban Interface</b> .....	<b>143</b>
General .....	143
Fire in Surrounding Area .....	143
Incident Command Actions.....	143
<b>Infectious Disease</b> .....	<b>146</b>
Purpose.....	146
Disease Sources .....	146
Rate of Spread .....	147
Situation and Assumptions .....	147
Concept of Operations.....	148
Continuity of Operations (Annex Specific) .....	149
Important Notice .....	149
Organization and Assignment of Responsibilities.....	150
Plan Development.....	150
Authorities and References.....	150
Incident Command Actions.....	150

COVID-19 Specific Guidance .....	152
Historical Information .....	156
<b>Power and Utility Failure.....</b>	<b>159</b>
Protect Students And Staff During A Power Outage .....	159
Electrical Systems .....	159
Backup Supplies and Other Resources.....	159
Survive During.....	160
Power Restoration .....	160
<b>Severe Weather.....</b>	<b>161</b>
Purpose.....	161
Situation and Assumptions .....	161
Continuity of Operations (Annex Specific) .....	162
Organization and Assignment of Responsibilities.....	162
Plan Development.....	162
Authorities and References.....	162
Incident Command Actions.....	162
<b>Tsunami.....</b>	<b>164</b>
Purpose.....	164
Situation and Assumptions .....	164
Continuity of Operations (Annex Specific) .....	166
Organization and Assignment of Responsibilities.....	166
Plan Development.....	166
Authorities and References.....	166
Incident Command Actions.....	167
Tsunami Warnings .....	168
Inundation and Evacuation Maps - Del Norte County.....	169
Humboldt County .....	173
Tsunami Natural Warning Signs.....	180
List of Historic Tsunamis in California .....	182
<b>Section 3 – Data Analysis.....</b>	<b>187</b>
<b>School Performance Overview Dashboard .....</b>	<b>188</b>
School Performance Overview – 2023 .....	188
School Performance Overview – 2022 .....	188
School Performance Overview – 2021 .....	188
Student Population – 2023 .....	189
Student Population – 2022 .....	189
Student Population – 2021 .....	189
Academic Performance – 2023 .....	190
Academic Performance – 2022 .....	190
Academic Performance – 2021 .....	190
Academic Engagement – 2023 .....	191
Academic Engagement – 2022 .....	191

Academic Engagement – 2021 .....	191
Conditons and Climate – 2023 .....	192
Conditons and Climate – 2022 .....	192
Conditons and Climate – 2021 .....	192
<b>Suspension/Expulsion Data.....</b>	<b>193</b>
Suspension Rate.....	193
Expulsion Rate .....	193
<b>Drills, Training, and Exercises – Conducted .....</b>	<b>194</b>
Fire Drills .....	194
Earthquake Drills (Duck, Cover, Hold).....	194
Lockdown Drills.....	194
Shelter In Place Drills .....	194
Evacuation .....	194
<b>Section 4 – Action Plan.....</b>	<b>195</b>
<b>Action Plan .....</b>	<b>196</b>
Areas of Pride/Accomplishments .....	196
Findings & Desired Improvements.....	196
Priorities/Goals .....	196
Overall Strategies for the 2023/2024 School Year .....	197

# Section 1 – Introduction

SB 187 & AB 1747 Compliant Document

## Preface

This comprehensive school safety plan is evaluated, and amended as needed, no less than once per year per Education Code section 35294.2(e)). This plan is available for public inspection during normal business hours at the Northern Humboldt Union High School District office located at 2755 McKinleyville Avenue, McKinleyville, CA 95519. For questions regarding this plan please call (707) 839-6470.

**NOTE:** Tactical responses to criminal incidents are excluded from this public inspection document. This document is not available for public inspection on the internet.

An “Inspection Log” is utilized to record the name, address, phone number and identification method of all individuals that perform a public inspection of this plan.



## Arcata High School CSSP

### Educational Partners

- **School Site Council Representative:** Tahnia Campbell
- **Teachers/Certificated:** Meghan Froloff, Emily Silveira, Jackie Hewins, Cheryl Johnson, Jill Rohn
- **Classified Management:** John Reeves, Dir. Maintenance & Operations; Sarah Goodwin, Dir. Transportation; Tim Oliveira, Dir. Technology
- **Support Staff:** Johnny Kell, School Nurse
- **Mental Health Professional:** Christine Stephens, School Psychologist
- **Administrators:** Gayle Conway, Dir. Student Services; Tahnia Campbell, AHS Assistant Principal; Jennifer Coleman, Principal Six Rivers Charter High School; Ilza Hakenen, MHS Assistant Principal; Shanna McCracken, Mad River High School Principal

### Law Enforcement, Fire Department, Emergency Response

- **Sheriff, Police:** Arcata Police Department
- **Fire Department:** Chris Emmons, Battalion Chief - Arcata Fire District

## Vision Statement

Developing caring, engaged and adaptable individuals who embrace opportunities and are empowered to meet challenges in their future.

## Mission Statement

To provide meaningful educational experiences in a safe, supportive environment through innovative programs aimed at empowering students to reach their full potential to be prepared for future college and career opportunities.

## Meeting Minutes

**Arcata High School**

**Site Council Meeting**

**February 29, 2024**

**5:30 PM Via Google Meets Link –**

[meet.google.com/fmm-tzbn-qaq](https://meet.google.com/fmm-tzbn-qaq)

**Agenda/Minutes**

**Site Council Members:** Sofia Flores, Ella Manthorne, Ilana Maclay, Zepher Levy, Sasha Neyra, Belia Stephens, Lisa Hansen, Harmony Pelren, Quincy Brownfield, Kari Love, Jennifer Berube, Caroline Gill, Kelly Miller, Danielle Witten, Russell Gaskell (Title 1 Coordinator), Shelli Sarchett (Title 1 Aide), Michelle Conley, Jon Larson, Ron Perry.

**Members Present:**

Ron Perry, Jennifer Berube, Bella Stephens, Jon Larson, Tahnia Campbell, Jen Coleman, Bethany Schmidt, Sandra Levinson, Quincy Brownfield, Jennifer Woody, Kari Love, Lisa Hansen, Shelli Sarchett, Lyndsey Chamberlain, Amy Collenberg

**Absent:**

**1. Call to Order: 5:33**

**2. Introductions/Norms (4 minutes)**

- a. Respect/Assume Positive Intentions
- b. The Ability to Process Check
- c. Build Toward Consensus
- d. Respect time

**3. Review Site Council Objectives (1 Minute)**

- . Advise AHS on monitoring documents such as SPSA, SARC, LCAP, School Safety Plan, and WASC
- a. This group will also look at LCAP and WASC plans and determine if they are appropriate and being achieved
- b. **Provide input to support the continued improvement of the Arcata High School and the Pacific Coast Learning**

**Community in the following three goal areas:**

- i. Provide an engaging and effective curriculum
- ii. Building a supportive learning community
- iii. Create Systems (such as communication) that support goals 1 and 2 for ALL Student

**4. Approval of December Meeting Minutes**

- . [January 24th Minutes](#)

**5. School Site Safety (20 minutes):** Tahnia Campbell

- a. [Comprehensive School Safety Plan](#) for 2023 (Update for 2024 will be coming soon)
  - i. Includes AHS, SRCHS, PCHS
  - ii. Keenan - makes sure that we have all the requirements necessary in our safety plan
    1. Child abuse protocol, discipline, discrimination and harassment, overdose protocol, safety procedures, full scale emergency
- iii. Safety Day - Sept 11, 2023
  - b. [Safety Events Calendar](#)
    - . Plan out milestones for next year
  - i. Safety week instead of Safety Day
  - ii. Great American Shakeout - October
  - iii. Review - January
  - iv. Full Scale Evacuation - Spring
  - v. Safety notification system - Students and Parents
    - \* Safety plans are shared with Arcata Fire and Police Department
    - \* Updated Emergency Intercom System - Review with students during Study Hall.
  - c. Summary and Questions
    - i. Are students able to access Narcan training?

## Comprehensive School Safety Plan

## Section 1 – Introduction

1. Last year it was a video students could watch. It was posted in the bulletin this week.

## ii. Shelter in Place vs. Lockdown

SIP - mental health crisis, threat off campus, animal on campus - Teachers close curtains but continue to instruct. Lockdown - more direct threat on campus. Teachers lock doors close curtains stop instructing

## d. Discussion

i. JL - valuable to be on campus during lockdowns. Helped with response. Learned what worked.

ii. RP - Students sign up through Synergy with contact information

iii. JC - New PA System and as Admin decided what tones would sound like. Students appreciated knowing what each one meant after reviewing in class.

iv. RP - Safety plans include the mental health of students as well. Wellness room added on campus. Additional personnel on campus to serve students (counselors, behaviorist, etc)

v. TC - want to make emphasis to students that Safety Day is important and not taken lightly

vi. KL - spreading the safety day out is a great idea! Communication is always an area for improvement as modes change

### 6. Input and insights/Key Takeaways from LCAP Meetings and Student Forums (Things within our Influence)

a. [AHS Feedback on 2/2/24](#)

b. [AHS Feedback - Feb 1](#)

c. WASC Action Plan

7. ***Input: Jennifer Woody: Football Parent would like to play on the field below***

. *soccer and track use it, why not FB?*

a. *Parking issue, no bleachers (coming soon), condition of turf*

b. *History of the Field was discussed. – Function of Field and capacity*

c. *Cost of sharing fields within district*

d. *Concern about field – only a practice field?*

i. *Fairness of who gets to use field for games*

ii. *loss of student involvement when not on home fields*

e. ***Saturday***

### 8. Future Agenda Items:

a. [Parent and Student Handbook](#) March–

b. WASC – Self Study - Jennifer Woody

c. AHS Webpage committee – Volunteers?

9. ***Adjournment at:***

Next Meeting: March 28th

### Site Council Resources

- [AHS Timeline](#)
- [Parent Engagement Policy](#)
- [Title 1 Funding](#)
- [LCAP Action Plan](#)
- [SPSA](#)
- [Comprehensive Safety Plan](#) 23-24
- [SARC](#)

## Section 2 – Policies and Procedures

(Policies and Procedures have been excerpted and reformatted for this document. Code and Legal References have been removed. For access to documents in their original and approved form please contact the Northern Humboldt Union High School District Office at (707) 839-6470.

## Child Abuse Prevention And Reporting – BP 5141.4

### Suspected Child Abuse Reporting Procedures

#### **Child Abuse Prevention**

The Board of Trustees recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

#### **Child Abuse Reporting**

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010 McKinleyville, California

## Child Abuse Prevention And Reporting – AR 5141.4

### Suspected Child Abuse Reporting Procedures

#### Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurse or health care provider; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain 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 or neglect. (Penal Code 11166)



### **Reportable Offenses**

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

### **Responsibility for Reporting**

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

### **Reporting Procedures**

#### **1. Initial Telephone Report**

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

Child Welfare Services 929 Koster Street  
Eureka, CA 95501  
707-445-6180

When the initial telephone 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. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

## 2. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the principal or Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

### **Training**

Training of mandated reporters shall include child abuse and neglect identification and mandated reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

### **Victim Interviews**

Whenever a representative of a government agency investigating suspected child abuse or neglect or the state Department of Social Services deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. 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 designee shall inform him/her of the following requirements: (Penal Code 11174.3)

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 Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer 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 shall be asked to sign an appropriate release or acceptance of responsibility form.

### **Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulation that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

### **Notifications**

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

# Suspected Child Abuse Report Form (BCIA 8572)



STATE OF CALIFORNIA  
 BCIA 8572  
 (Rev. 04/2017)

DEPARTMENT OF JUSTICE  
 Page 1 of 2

## SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

[Print Form](#) [Clear Form](#)

**To Be Completed by Mandated Child Abuse Reporters**  
 PLEASE PRINT OR TYPE

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip			DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE		TODAY'S DATE	
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS Street City Zip			DATE/TIME OF PHONE CALL		
<b>C. VICTIM One report per victim</b>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
	ADDRESS Street City Zip			TELEPHONE		
	PRESENT LOCATION OF VICTIM		SCHOOL		CLASS	GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE): <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
	1. NAME BIRTHDATE SEX ETHNICITY	2. NAME BIRTHDATE SEX ETHNICITY	3. NAME BIRTHDATE SEX ETHNICITY	4. NAME BIRTHDATE SEX ETHNICITY		
<b>D. INVOLVED PARTIES</b>	<b>VICTIM'S SIBLINGS</b>	<b>VICTIM'S PARENTS/GUARDIANS</b>	<b>SUSPECT</b>			
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS Street City Zip			HOME PHONE	BUSINESS PHONE	
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
ADDRESS Street City Zip			HOME PHONE	BUSINESS PHONE		
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
ADDRESS Street City Zip			TELEPHONE			
OTHER RELEVANT INFORMATION						
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE/TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)					

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



STATE OF CALIFORNIA  
 BCIA 8572  
 (Rev. 04/2017)

DEPARTMENT OF JUSTICE  
 Page 2 of 2

**SUSPECTED CHILD ABUSE REPORT  
 (Pursuant to Penal Code section 11166)**

**DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572**

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

**I. MANDATED CHILD ABUSE REPORTERS**

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

**II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")**

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

**III. REPORTING RESPONSIBILITIES**

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

**IV. INSTRUCTIONS**

**SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

**IV. INSTRUCTIONS (continued)**

**SECTION B – REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

**SECTION C – VICTIM (One Report per Victim):** Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

**SECTION D – INVOLVED PARTIES:** Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

**SECTION E – INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

**V. DISTRIBUTION**

**Reporting Party:** After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

**Designated Agency:** *Within 36 hours* of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

**ETHNICITY CODES**

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

## Suspension And Expulsion/Due Process – BP 5144.1

The Board of Trustees has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

### **Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

### **Student Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)

### **Supervised Suspension Classroom**

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.



The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

### **Required Parental Attendance**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1)

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

**Decision Not to Enforce Expulsion Order**

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Suspension And Expulsion/Due Process – AR 5144.1

### Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Trustees for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(s))

### Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 48900.1, 48980)

### Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))  

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., 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. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q). (Education Code 48900(q))
18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
21. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

Alternatives to suspension or expulsion shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

#### **Removal from Class by a Teacher/Parental Attendance**

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

**Suspension by Superintendent, Principal or Principal's Designee**

The Superintendent, principal or principal's designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053- 11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the principal, designee, or the Superintendent with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the principal, designee, or the Superintendent determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)



5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911(g))  
  
Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

#### **Suspension by the Board**

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

#### **Supervised Suspension Classroom**

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.

3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

#### **Authority to Expel**

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

#### **Mandatory Recommendation for Expulsion**

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

#### **Mandatory Recommendation and Mandatory Expulsion**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053- 11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

#### **Student's Right to Expulsion Hearing**

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

#### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

#### **Written Notice of the Expulsion Hearing**

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

### **Conduct of Expulsion Hearing**

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal

attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian,

legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
  - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
    - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
- 6. Decision Within 10 School Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))
- 7. Decision Within 40 School Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

**Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing." (Education Code 48918(d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917)

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### **Final Action by the Board**

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review as well as assessment of the student at the time of review for readmission



2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, and other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

#### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915 (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

#### **Decision Not to Enforce Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:  
(Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.
6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.
7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).

#### **Right to Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

#### **Notifications to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other

appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

### **Post-Expulsion Placements**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #18-21 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

### **Readmission After Expulsion**

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding re-admission.

5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

#### **Maintenance of Records**

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

#### **Outcome Data**

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Suspension And Expulsion/Due Process – AR 5144.2

### (Students With Disabilities)

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

#### **Procedures for Students Not Yet Eligible for Special Education Services**

A student who has not been officially identified as a student with disabilities pursuant to IDEA and who has engaged in behavior that violated the district's code of student conduct may assert any of the protections under IDEA only if the district had knowledge that the student is disabled before the behavior that precipitated the disciplinary action occurred. (20 USC 1415(k)(5); 34 CFR 300.534)

The district shall be deemed to have knowledge that the student has a disability if one of the following conditions exists: (20 USC 1415(k)(5); 34 CFR 300.534)

1. The parent/guardian has expressed concern to district supervisory or administrative personnel in writing, or to a teacher of the student, that the student is in need of special education or related services.
2. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.300-300.311.
3. The teacher of the student or other district personnel has expressed specific concerns directly to the district's director of special education or to other supervisory district personnel about a pattern of behavior demonstrated by the student.

The district would be deemed to not have knowledge that a student is disabled if the parent/guardian has not allowed the student to be evaluated for special education services or has refused services. In addition, the district would be deemed to not have knowledge if the district conducted an evaluation pursuant to 34 CFR 300.300-300.311 and determined that the student was not an individual with a disability. When the district is deemed to not have knowledge of the disability, the student shall be disciplined in accordance with procedures established for students without disabilities who engage in comparable behavior. (20 USC 1415(k)(5); 34 CFR 300.534)

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures pursuant to 34 CFR 300.530, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (20 USC 1415(k)(5); 34 CFR 300.534)

#### **Suspension**

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.536. (Education Code 48903; 34 CFR 300.530)

The principal or designee shall monitor the number of days, including portions of days, in which a student with a valid individualized education program (IEP) has been suspended during the school year.

The district shall determine, on a case-by-case basis, whether a pattern of removals of a student from his/her current educational placement for disciplinary reasons constitutes a change of placement. A change of placement shall be deemed to have occurred under any of the following circumstances: (34 CFR 300.536)

1. The removal is for more than 10 consecutive school days.
2. The student has been subjected to a series of removals that constitute a pattern because of all of the following:
  - a. The series of removals total more than 10 school days in a school year.
  - b. The student's behavior is substantially similar to his/her behavior in previous incidents that resulted in the series of removals.
  - c. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another, indicate a change of placement.

If the removal has been determined to be a change of placement as specified in items #1-2 above, the student's IEP team shall determine the appropriate educational services. (34 CFR 300.530)

### **Services During Suspension**

Any student suspended for more than 10 school days in the same school year shall continue to receive services during the term of the suspension. School personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed as provided in 34 CFR 300.101(a), so as to enable the student to continue to participate in the general education curriculum in another setting and to progress toward meeting the goals as set out in his/her IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.530)

If a student with disabilities is excluded from school bus transportation, the student shall be provided with an alternative form of transportation at no cost to the student or his/her parent/guardian, provided that transportation is specified in his/her IEP. (Education Code 48915.5)

### **Interim Alternative Educational Placement Due to Dangerous Behavior**

The district may unilaterally place a student with a disability in an appropriate interim alternative educational setting for up to 45 school days, without regard to whether the behavior is a manifestation of the student's disability, when the student commits one of the

following acts while at school, going to or from school, or at a school-related function: (20 USC 1415(k)(1)(G); 34 CFR 300.530)

1. Carries or possesses a weapon, as defined in 18 USC 930
2. Knowingly possesses or uses illegal drugs
3. Sells or solicits the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
4. Inflicts serious bodily injury upon another person as defined in 18 USC 1365

The student's interim alternative educational setting shall be determined by his/her IEP team. (20 USC 1415(k)(1)(G), 34 CFR 300.531)

On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

A student who has been removed from his/her current placement because of dangerous behavior shall receive services to the extent necessary to allow him/her to participate in the general education curriculum and to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

### **Manifestation Determination**

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when a series of removals of a student constitutes a pattern, or when a change of placement of a student is contemplated due to a violation of the district's code of conduct:

1. Notice: On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)
2. Manifestation Determination Review: Immediately if possible, but in no case later than 10 school days after the date the decision to take disciplinary action is made, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

At the manifestation determination review, the district, the student's parent/guardian, and relevant members of the IEP team (as determined by the district and parent/guardian) shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents/guardians, to determine whether the conduct in question was either of the following: (20 USC 1415(k)(1)(E); 34 CFR 300.530)

- a. Caused by or had a direct and substantial relationship to the student’s disability
- b. A direct result of the district’s failure to implement the student’s IEP, in which case the district shall take immediate steps to remedy those deficiencies

If the manifestation review team determines that a condition in either #a or #b above was met, the conduct shall then be determined to be a manifestation of the student's disability. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

3. **Determination that Behavior is a Manifestation of the Student's Disability:** When the conduct has been determined to be a manifestation of the student’s disability, the IEP team shall conduct a functional behavioral assessment, unless a functional behavioral assessment had been conducted before the occurrence of the behavior that resulted in the change of placement, and shall implement a behavioral intervention plan for the student. If a behavior intervention plan has already been developed, the IEP team shall review the behavioral intervention plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

The student shall be returned to the placement from which he/she was removed, unless the parent/guardian and district agree to a change of placement as part of the modification of the behavioral intervention plan. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

4. **Determination that Behavior is Not a Manifestation of the Student's Disability:** If the manifestation determination review team determines that the student's behavior was not a manifestation of his/her disability, the student may be disciplined in accordance with the procedures for students without disabilities. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

The student shall receive services to the extent necessary to participate in the general education curriculum in another setting and to allow him/her to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

### **Due Process Appeals**

If the parent/guardian disagrees with any district decision regarding placement under 34 CFR 300.530 (suspension and removal for dangerous circumstances) or 34 CFR 300.531 (interim alternative placement), or the manifestation determination under 34 CFR 300.530(e), he/she may appeal the decision by requesting a hearing. The district may request a hearing if the district believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. In order to request a hearing, the requesting party shall file a complaint pursuant to 34 CFR 300.507 and 300.508(a) and (b). (20 USC 1415(k)(3); 34 CFR 300.532)



Whenever a hearing is requested as specified above, the parent/guardian or the district shall have an opportunity for an expedited due process hearing consistent with requirements specified in 34 CFR 300.507, 300.508 (a)-(c), and 300.510-300.514.

If the student's parent/guardian or the district has initiated a due process hearing under 34 CFR 300.532 as detailed above, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (20 USC 1415(k)(4); 34 CFR 300.533)

**Readmission**

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

### **Suspension of Expulsion**

The Board of Trustees's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students. (Education Code 48917)

### **Notification to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student with a disability, the principal or designee shall notify appropriate city or county law enforcement authorities of any act of assault with a deadly weapon which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of acts by any student with a disability which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a suspension or expulsion of a student with disabilities, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any act by the student which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

### **Report to County Superintendent of Schools**

The Superintendent or designee shall report to the County Superintendent when any special education student has been expelled or suspended for more than 10 school days. The report shall include the student's name, last known address, and the reason for the action. (Education Code 48203)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Employee Security – BP 4158, 4258, 4358

### Notify Teachers of Dangerous Students

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

The Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The district shall provide such communications devices in classrooms to the extent possible.

Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

### Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Employee Security – AR 4158, 4258, 4358

### Notify Teachers of Dangerous Students

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001)

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

### **Notice Regarding Student Offenses Committed While Under School Jurisdiction**

The Superintendent or designee shall inform the teacher of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)



### **Notice Regarding Student Offenses Committed While Outside School Jurisdiction**

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)

The principal shall disseminate this information to the counselor(s) who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Nondiscrimination – BP 0410

### In District Programs And Activities (includes Hate Crime Reporting)

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010



## Nondiscrimination/Harassment – BP 5145.3

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program.

He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Policy NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT

adopted: February 9, 2010

Revised: June 26, 2012; January 12, 2016

## Nondiscrimination/Harassment – AR 5145.3

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; 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. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent or Designee

2755 McKinleyville Avenue, McKinleyville CA 95519 (address)  
(707) 839-6470

### Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs

and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

#### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community
5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

#### **Process for Initiating and Responding to Complaints**

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

#### **Transgender and Gender-Nonconforming Students**

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate

- appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
  5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.
  6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
  7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

Policy Northern Humboldt Union High School District

Approved: June 26, 2012

Revised: September 11, 2012; January 12, 2016



## Sexual Harassment – BP 5145.7

### **Purpose of Policy**

It is the policy of the Governing Board of the Northern Humboldt Union High School District to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

It is the position of this Board that sexual harassment is unlawful and will not be tolerated. It is a violation of this policy for any employee, agent, student, or party with which the District has a cooperative agreement, to engage in sexual harassment.

### **Definition of Sexual Harassment**

As defined by Education Code Section 212.5, “Sexual harassment means unwelcome sexual conduct including advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.”

Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Examples of conduct which may constitute sexual harassment included, but are not limited to:

- (1) Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or

cartoons this includes, but is not limited to anything sent electronically or through technological devices.

- (2) Among peers, continuing to sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.)
- (3) Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
- (4) Within the educational environment, engaging in sexual behavior to control influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- (5) Offering favors or education or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Any expression of sexual interest between adults and students, regardless of reciprocity is considered inappropriate and shall be subject to discipline under applicable state law.

### **Reporting Procedure**

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the District, should promptly report the facts of the incident(s) and the name of the individual involved to an adult staff member with whom they feel comfortable, and that person shall report the incident to the Site Principal, Superintendent, or Designee. If the complaint involves the Site Principal, the staff member will report the incident to the Superintendent. If the complaint involves the Superintendent, the staff member will report the incident to the Board President. If the complaint involves a board member, the staff member will report the incident to the Superintendent. A written report of the alleged incident will be developed by the Site Principal, Superintendent, or Designee. A copy of the report, along with a copy of this policy, shall be mailed to the parent of the student who initiated the complaint.

All staff, upon personal knowledge of an incident of sexual harassment, are obligated to report it to the Site Principal, Superintendent, or Designee. Failure to do so is a violation of this policy.

Failure of staff to report student allegations of sexual harassment within three (3) school days is a violation of this policy.

Students who feel aggrieved because of unwelcome conduct that may constitute sexual harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her instructor if that instructor is the individual who is harassing the student. Any individuals making a report may bring an advocate to assist them.

### **Filing Complaints with State and Federal Agencies**

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

U.S. Office for Civil Rights  
50 United Nations Plaza, Room 239, San Francisco, CA 94102 (415) 556-7000

### **Confidentiality**

An allegation of sexual harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigative process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

### **Retaliation is Prohibited**

The initiation of an allegation of sexual harassment, will not cause any reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with the District, his or her employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any District programs. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

### **Time Limits**

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place.

### **Investigation Guidelines**

All investigations of allegations of sexual harassment shall be handled promptly, in a serious, sensitive and confidential manner. The Superintendent shall determine who shall do the investigation.

- (1) The designated investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegation, and they will be given an opportunity to respond. The person accused shall not be given a copy of the complaint but shall be informed of the allegations. The name of complaint party shall remain confidential to the extent possible.
- (2) All parties, specifically including complainants, and witnesses, will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainant and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.
- (3) A written report of the investigation findings shall be filed by the investigator with the Superintendent within twenty (20) school days of the date the student filed the incident report. The Superintendent may extend the timeline depending on the nature of the investigation. A

summary of the report shall be mailed to the student who reported the harassment, their parent(s), and the person accused.

### **Disciplinary Action**

When an allegation of sexual harassment is supported by the investigation and disciplinary action is necessary, the Superintendent will determine what course of action is appropriate, depending upon whether the harasser is a student, staff member, or agent of the District.

Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law.

Agents of the District who violate this policy may be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

### **Appeal Procedures**

Either the complaining party or the accused may appeal the findings of an investigation to the Governing Board of the District. Appeals shall be made in writing within ten (10) business days from the date of a finding.

### **Training and Curriculum**

To implement this policy, Northern Humboldt Union High School District will provide appropriate training programs for staff and students.

### **Notification**

There will be adequate notification of the policy to include permanent posters in public areas, offices, and hallways. The policy will be published in site handbooks and the District Summer Mailing.

### **Administrative Regulation**

The Superintendent shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: posting and other means of distributing the policy; a process under which complaints will be handled, formally or informally, an explanation of possible civil proceedings and potential legal consequences of sexual harassment. The Superintendent will initiate training and education programs to enable all persons, and in particular, supervisors, to better understand the problem of sexual harassment. In addition, the Superintendent shall designate appropriate employees to enforce or administer this policy within the District and shall provide for appropriate training for Principals on an annual basis.

### **Special Assistance**

It is expected that questions may arise concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be following in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, individuals may contact the Superintendent.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

Revised: January 14, 2014

## Sexual Harassment – AR 5145.7

### **Purpose**

It is the purpose of this Administrative Regulation to implement the District Student Sexual Harassment Policy. The regulation is designed to outline the procedures that are to be followed to maintain the Governing Board of the Northern Humboldt Union High School District's commitment to providing an educational environment free from sexual harassment as defined by board policy.

### **Reporting Procedure**

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the District, should promptly report the facts of the alleged incident(s) and the name of the individual involved to any adult staff member with whom they feel comfortable, and that person shall report the incident to the Site Principal, Superintendent, or Designee. If the Site Principal or a Board member is the alleged harasser, that person shall report the incident to the Superintendent, and if the Superintendent is the alleged harasser, that person shall report the incident to the Board President. The employee who has knowledge of a student allegation of sexual harassment is required to report to the site administrator within three (3) business days.

Students may, at any time during the process, bring an advocate to support them in meeting with the site administrator or other staff. The site administrator or designee will gather the information from the student to complete the Sexual Harassment Incident Report. A copy of the report will be forwarded to the Superintendent and the parent(s), who will also receive a copy of the District policy on Student Sexual Harassment.

### **Confidentiality**

The site administrator will inform the student making the report that the allegation and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. In addition, witnesses and those interviewed shall be informed of the confidential nature of the issue and the investigation as well as the reason for confidentiality. Anyone violating confidentiality by disclosing the nature of the allegation or the investigation to others shall be subject to disciplinary action.

### **Retaliation**

The initiation of an allegation of sexual harassment by a student will not adversely affect grades, class section or other matters pertaining to his or her status in any District program. The site administrator or designee will inform all parties that retaliation is illegal and that an allegation of retaliation, following a report of sexual harassment shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

### **Time Limits**

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place. Students wishing to report allegations to additional agencies, such as the U.S. Office for Civil Rights, should know that this agency follows a 180 day time limit for reporting alleged incidents of sexual harassment.

### **Informal Process**

Upon receipt of a complaint either verbally or in writing, the complaining party will be advised of their right to explore resolution of the matter by way of an informal mediation process. If the complaining party wishes to use the informal process, the Site Principal or designee in consultation with the Superintendent shall set up a process. If the complaining party or accused is not satisfied with the process or conclusion, the investigation procedure shall be initiated.

If the complaining party does not wish to participate in the informal process, the investigation procedure will be initiated.

### **Investigation Procedure**

All complaints shall be investigated if not resolved by way of the informal process.

All investigations of allegations of sexual harassment shall be handled promptly, in a serious, sensitive, and confidential manner. Although the student who believes he/she has been sexually harassed is not required to confront the person who is engaging in the unwelcome and unsolicited sexual conduct, the investigator should determine if the student has informed the person engaging in the behavior that the behavior is offensive and must stop.

1. The investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegation, in accordance with Board Policy, and they will be given an opportunity to respond.
2. The investigator shall inform all parties, including the student making the allegation, witnesses, and the accused, of their rights, including the fact that the student making the allegation and witnesses will not be retaliated against and the confidential nature of the allegation and investigation. The person accused shall not receive a copy of the complaint but shall be informed of the allegations. The name of the complaining party shall remain confidential to the extent possible. The accused will be given a copy of Board Policy.
3. The investigator shall, conduct an investigation to determine if the allegation of sexual harassment is supported. The investigation findings shall be filed within twenty (20) school days from the date the student made the allegation with the Superintendent. A summary of the findings shall be mailed to the student who reported the harassment, their parent(s), and the person accused and their parent if the accused is a student.
4. When the site principal, Superintendent or designee, determine that sexual harassment has occurred, and disciplinary action is necessary, they will determine what course action is appropriate. Depending upon whether the harasser is a student, staff member, or agent of the District, appropriate disciplinary action will be taken.



5. Any student report of assault and/or physical battery that is gender based or sexual in nature shall be reported to the police for investigation.

### **Disciplinary Action**

Students who are found to have engaged in sexual harassment may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with Board Policy and state law. Suspension and recommendations for expulsion must follow applicable law.

Staff members who are found to have engaged in sexual harassment of students will be subject to discipline up to and including dismissal. Such disciplinary action shall be determined by site and District Administration in accordance with applicable policies, laws, and/or collective bargaining agreement.

Agents of the District who are found to have engaged in sexual harassment of students will be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

In identifying appropriate disciplinary action, note that repeated incidents following intervention, intensity of the behavior, and multiple victims will yield more severe penalties. Disciplinary actions may include oral warnings, written warnings, mandatory training, counseling, suspension, transfer, demotion, or termination of employees, and expulsion for students.

### **Appeal Procedures**

The appeal timeline is set forth in Policy. Upon receipt of an appeal, the Board shall schedule a special meeting to hear the appeal.

Regulation     NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT

approved: February 9, 2010   McKinleyville, California

revised: January 14, 2014

## Hate-Motivated Behavior – BP 5145.9

The Board of Trustees affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Safety – AR 5142

### Procedures for Safe Ingress and Egress

#### **Activities with Safety Risks**

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

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Snow trips
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

#### **Laboratory Safety**

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

#### **Hearing Protection**

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

#### **Eye Safety Devices**

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



Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Conduct – BP 5131

### School Discipline

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment of students or staff, including bullying, intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

4. Damage to or theft of property belonging to students, staff, or the district
5. Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty in school work or on tests

8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs in accordance with Board policy and administrative regulation, and contact with local law enforcement as appropriate.

Students also may be subject to discipline in accordance with law, Board policy, and administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

#### **Possession of Cellular Phones and Other Mobile Communications Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

#### **Bullying/Cyberbullying**

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students instruction in the classroom or other school settings that promotes communication, social skills, and assertiveness skills and may involve



parents/guardians, staff, and community members in the development of strategies to prevent and respond to bullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Student Disturbances – BP 5131.4

The Board of Trustees desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Student Disturbances – AR 5131.4

### Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight
2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the district's computer system
3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel
4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence.

### Extension of Class Period and/or Dismissal of School

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

The principal may also request that the Superintendent dismiss school in accordance with the school disturbance response plan.

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Weapons And Dangerous Instruments – AR 5131.7

Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Knives: any dirks, daggers or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915)
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
4. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun (Penal Code 626.10)
5. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
6. Any imitation firearm, defined as 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 (Education Code 48900)

If an employee knows that a student possesses any of the above devices, he/she shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

The principal shall report any possession of a weapon or dangerous instrument, including imitation firearm, to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Gangs – BP 5136

The Board of Trustees desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Discipline – BP 5144

The Board of Trustees desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Discipline – AR 5144

### Site-Level Rules

In developing site-level disciplinary rules, the school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For high schools, students enrolled in the school

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. Each school shall file a copy of its rules with the Superintendent or designee.

The rules shall be consistent with law, Board of Trustees policy and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Disciplinary strategies provided in Board policy, regulation and law may be used. These strategies include but are not limited to:

1. Referral of the student for advice and counseling
2. Discussion or conference with parents/guardians
3. Recess restriction
4. Detention during and after school hours
5. Community service
6. Reassignment to an alternative educational environment
7. Removal from the class in accordance with Board policy, administrative regulation and law
8. Suspension and expulsion

### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)

### **Recess Restriction**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

### **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during nonschool hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

### **Notice to Parents/Guardians and Students**



At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 48980)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010



## Bullying/Cyber Bullying – BP 5145.10

### Preventing Bullying

The Board of Education strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the Northern Humboldt Union High School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

The District and each of its school sites work to prevent all forms of bullying. As research indicates, proactive responses that include the following techniques can be effective for preventing bullying:

Raising awareness of bullying

Formation of a bullying prevention committee

Clear definitions of bullying and that it is not acceptable Implementation of bullying prevention policies

Training of all stakeholders for appropriate response to bullying Providing counseling for bullies, targets, and parents/guardians Regular review of an effective anti-bullying program

1. All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying and cyber bullying in violation of this policy shall be subject to appropriate discipline.
2. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
3. School personnel that witness bullying or cyber bullying shall take immediate steps to intervene when safe to do so.
4. Complaints of bullying and cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The District shall annually inform students that bullying and cyber bullying of students will not be tolerated.

#### **Definitions**

Bullying shall mean unwelcome, pervasive and/or severe, verbal, written or physical conduct directed at a student or staff member by a student that has the effect of any or all of the following:

1. Physically, emotionally or mentally harming a student or staff member;
2. Damaging, extorting or taking a student's or a staff member's personal property;

3. Placing a student or staff member in reasonable fear of physical, emotional or mental harm;
4. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or,
5. Creating an intimidating and/or hostile environment that substantially interferes with a student's educational opportunities or the ability of a staff member to perform his or her duties.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting an inappropriate or derogatory email message, telephone message, instant message, text message, digital picture or image, or website posting (including an individual or collective blog) which has the effect of the following:

1. Physically, emotionally, or mentally harming a student or staff member;
2. Placing a student or staff member in reasonable fear of physical, emotional, or mental harm;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or,
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or a staff member's ability to perform his or her duties.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be subject to appropriate staff intervention, which will result in administrative disciplinary measures and notification of appropriate authorities.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

#### **Delegation of Responsibility**

1. Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying while maintaining a proactive approach utilizing research proven techniques for bullying prevention.
2. Each student shall be responsible to respect the rights of his/her fellow students and those of staff members and to ensure an atmosphere free from all forms of bullying and cyber bullying.
3. Students shall be encouraged to report bullying and cyber bullying complaints to any staff member.
4. Any staff member who receives a bullying or cyber bullying complaint shall gather information and immediately seek administrative assistance to determine if bullying and/or cyber bullying has occurred. If the behavior is found to meet the definition of

bullying and cyber bullying, the principal or designee will take the appropriate disciplinary action.

5. The principal or designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.

#### **Complaint Procedure**

Upon receiving a complaint of bullying or cyber bullying, the principal or designee shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.3 – Nondiscrimination/Harassment. Where the principal or designee finds that bullying or cyber bullying has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, a recommendation for expulsion and/or notification to the appropriate authorities.

Approved: June 26, 2012

Revised: September 12, 2012

## Positive School Climate – BP 5137

The Board of Trustees desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010



## Dangerous, Violent, Or Unlawful Activities

### Assessment and Response Procedures

#### **SB 671**

SB 671 requires a Comprehensive School Safety Plan to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school.

#### **Multidisciplinary Threat Assessment Team**

Northern Humboldt Union High School District uses a multidisciplinary threat assessment team consisting of a site administrator, a law enforcement officer, a school mental health professional, and other outside agencies as needed.

#### **Assessment and Response**

Prohibited and concerning behaviors are defined in California Education Code 48900 and 48915. Additionally, all threats of self-harm are assessed and acted upon, as needed. In cases where dangerous, violent, or unlawful activities are being conducted, Law Enforcement is notified at once and a call to 911 is made.

The threshold of law enforcement intervention is decided by the relevant administration in cooperation with law enforcement and mutual aid, if requested. In practice, we determine if a real or possible threat is present. If a threat is present, we evaluate the threat or possible threat based upon prohibited and concerning behaviors, responding appropriately to the incident.

#### **Risk Management**

Risk Management (North Coast Schools' Insurance Group) is notified in incidents where there is physical, property or damage to others. Additionally, Risk Management is involved if a security assessment or report is needed. There may be times, following a potential or real incident, that an after-action debrief might be conducted, including a written summary.

#### **School Culture and Training**

Northern Humboldt Union High School District utilizes a Multi-Tiered System of Support (MTSS) to address the whole-child needs of every student. To address behavioral needs, as well as to foster a positive school climate and culture, we use Positive Behavior Interventions and Supports (pbis.org).

Northern Humboldt Union High School District conducts an annual update to their Comprehensive Safe School Plan at each school site as required by the California Education Code.



Training for all staff is conducted during annual site meetings by administrators and/or district representatives.

## Opioid Overdose Protocol – Melanie’s Law

### Student Overdose or Possible Overdose Protocol

Current law (Education Code section 49414.3) allows schools to provide emergency opioid antagonist administration for individuals who may be experiencing symptoms of opioid drug poisoning. Opioid drug poisoning is a life-threatening condition that can be reversed with the administration of an opioid antagonist medication such as naloxone. Without immediate administration of an opioid antagonist and summoning Emergency Medical Services (911), death could occur.

This law allows for a school nurse or a trained volunteer to administer an opioid antagonist medication to an individual who is exhibiting potentially life-threatening symptoms of opioid drug poisoning. Training is provided to the volunteer on topics including but not limited to:

- Signs and symptoms of opioid drug poisoning
- How to administer the naloxone nasal spray (or other opioid antagonist)
- Calling EMS (911) and any follow up documentation or actions required.

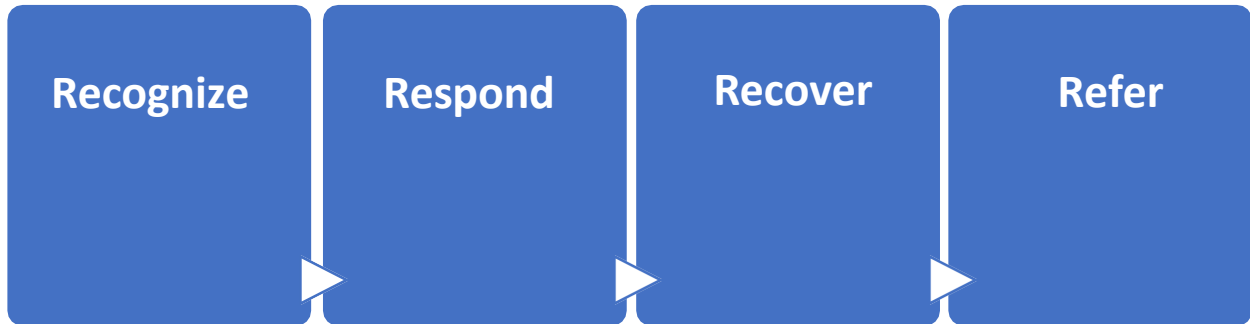
\*CPR training is recommended but not required of persons trained to administer an opioid antagonist.

Staff members who volunteer to be trained are protected under the law and will be provided defense and indemnification by the Northern Humboldt Union High School District for any and all civil liability.

This notification is provided annually to all staff. If staff are willing to be identified as a volunteer and be trained, staff complete the volunteer form and submit it to their site administrator.

Employees who volunteer to be trained may rescind their offer to volunteer at any time. No benefit will be granted to or withheld from any individual based on his or her offer to volunteer. There will be no retaliation against any individual for rescinding his or her offer to volunteer, including after receiving training.

## Student Overdose or Possible Overdose Procedures (The 4 Rs)



1. Recognize	2. & 3. Respond and Recover	4. Refer
<ul style="list-style-type: none"> <li>• Unconscious</li> <li>• Unresponsive</li> <li>• Not breathing or erratic</li> <li>• Choking/gurgling</li> <li>• Vomiting</li> <li>• Limp Body</li> <li>• Face pale and clammy</li> <li>• Fingernails/lips blue</li> <li>• Light skin-Bluish/Dark skin-grayish</li> </ul>	<p><b>Give Narcan and call 9-1-1</b></p> <ul style="list-style-type: none"> <li>• Report event and time Narcan was given</li> <li>• Report condition of victim</li> </ul> <p><b>Be Ready</b></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> dose if no improvement after 2 minutes</li> <li>• CPR or Rescue Breathing if no heart rate or breathing stops</li> </ul> <p><b>Stay</b></p> <ul style="list-style-type: none"> <li>• Stay with victim until EMS arrives</li> <li>• Begin CPR/Rescue Breathing if needed</li> <li>• Place person on rescue position (side)</li> <li>• Reassure victim EMS is on the way</li> </ul>	<ul style="list-style-type: none"> <li>• Complete naloxone administration form.                             <ul style="list-style-type: none"> <li>○ School nurse can help</li> </ul> </li> <li>• Complete emergency report                             <ul style="list-style-type: none"> <li>○ Submit to administrator</li> </ul> </li> <li>• Debrief with staff                             <ul style="list-style-type: none"> <li>○ Review response to opioid overdose</li> </ul> </li> <li>• Recommend follow up support services                             <ul style="list-style-type: none"> <li>○ Mental Health</li> <li>○ Counseling</li> <li>○ Primary Health Provider</li> <li>○ Drug Use Counseling</li> </ul> </li> <li>• Restock Naloxone and document                             <ul style="list-style-type: none"> <li>○ Nurse’s Office on Site</li> </ul> </li> </ul>

## Narcan/Naloxone on School Sites:

Each school site is given Narcan/Naloxone packages for overdose or possible overdose events. These complete packages contain:

- Narcan Nasal Spray
- Narcan/Naloxone Quick Start Guide
- Gloves
- Face Mask
- Adult/Child CPR Rescue Mask Kit
  - Alcohol Pads
  - Rescue Mask Instructions
- Narcan/Naloxone Administration Report



(For additional supplies, please contact the District Office.)

## Individualized Safety Plans

The Education Code requires school disaster procedures to also include adaptations for pupils with disabilities in accordance with the federal Individuals with Disabilities Education Act and Section 504 of the federal Rehabilitation Act of 1973, and would require the annual evaluation of the comprehensive school safety plan and the annual review of a charter school's school safety plan to also include ensuring that the plan includes appropriate adaptations for pupils with disabilities and address any concerns to individual plans, as specified.

### Our School's Individualized Plans

None Requested

## Drills, Training, and Exercises

The District understands the importance of drills, training, and exercises in planning for and managing an incident. To ensure that District personnel and community first responders are aware of their duties and responsibilities under the Emergency Operations Plan and incorporate best practices, the following training, drill, and exercise actions will occur.

See District Emergency Drill Schedule for current academic year. Records are maintained at each site.

### Student Safety – Drills, Training, and Exercises

<b>Active Assailant Drill (Run, Hide, Fight)</b>	Provide this training for adult employees only, at least once per year, and it should be all-inclusive, addressing the Run, Hide, Fight protocols outlined by the FBI.
<b>Earthquake Drill</b>	Elementary Schools – one time per quarter Secondary Schools – one time per semester Education Code Requirements (excerpted) (II) A drop procedure whereby each pupil and staff member take cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
<b>Evacuation Drill</b>	This drill should be done one time per semester and can be combined with the Lock Down Drill (Fire Code 403.5.2 indicates the first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of class)
<b>Fire Drill(s)</b>	Elementary and Intermediate Schools – not less than once every calendar month Secondary Schools – not less than twice yearly Legal Requirement: 19 CCR § 3.13 § 3.13. Fire Drills. (a) Group E Occupancies. (1) General. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school shall cause the fire alarm signal to be sounded upon the discovery of fire. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school, other than a two-year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month at the elementary and intermediate levels, and not less than twice yearly at the secondary level, in the manner prescribed in California Code of Regulations, Title 24, Part 2, Section 907.
<b>Lock Down Drill (2)</b>	This drill should be done one time per semester and can be combined with the Evacuation Drill



# Functional Annex



## Accounting for all Persons

### Attendance Records

It is our daily practice to maintain manual attendance records in the Administrative Office of each site. This includes Daily Attendance Records, Site Employee Logs, Visitor Logs, and Itinerant Employee Logs (such as food services, maintenance and operations, etc.). If there are contractors or contracted service workers on-site in a controlled location (such as fenced areas under construction) the employer of record should be advised to consider keeping their own records of employee locations.



### Crisis or Incident Accounting

In the event of a crisis or incident, each site administrator will ensure there are 2 – 3 key employees (only one needs to have control of records at a time – additional staff are only for backup) who will have responsibility as scribes to collect all site attendance records from the administrative office.

These records are to be provided to the on-site incident commander upon request. It is the scribe's responsibility to maintain and protect these records.

In cases where students, staff, or visitors cannot be located, the name and description of the person(s) will be provided to Search and Rescue teams for more specific search. All records of searches and tracking of people on-site will be recorded in appropriate ICS log. The incident commander will be kept informed of attendance status and updated with changes.

### Assembly Areas

All staff will report as soon as is possible to their predesignated assembly areas. Premade signs may be used and maintained in assembly kits to assist in identifying specific assembly areas and will be held so as to be easily identified. Assembly area facilitators will distribute/record the attendance of all individuals in their assembly area.

For shelter-in-place or any evacuation, either on-site or off-site, attendance will be taken at any assembly areas and a comparison made to the attendance logs as follows:

- Student Daily Attendance
- Site Employee Log
- Visitor Log
- Itinerant Employee Log

## Student Release

Student release will be conducted in an orderly fashion as outlined in the Reunification Annex of this plan. Attendance records will be checked and recorded as students leave the site.

## Communications

### Purpose

The Communications Annex ensures the availability and coordinated use of our communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and for the coordination of communications with local response agencies.



### Scope

When activated, the Communications annex coordinates and supports emergency response/recovery telecommunications requirements. This includes the interface between our District and other agencies and outside organizations, such as local, state, and federal government, private nonprofit organizations, and business/industry. Immediately report communications degradation, interruption, or failure by alternate means (e.g. cell phone) to the Communications Officer and/or the District's Emergency Operations Center (EOC) if activated.

### Activation

The senior executive (or designee) determines whether to activate this annex based upon information from initial staff reports and local authorities. The local emergency communications plan will include:

- Channel designations
- Contingency communications procedures
- Training in back-up communications equipment

### Key Tasks/Responsibilities

- Develop a local communications plan
- Establish and maintain liaison with local response agencies, state agencies, commercial communications companies, and amateur radio organizations
- Support communications equipment (radio, computer, fax, etc.) as needed
- Provide communications capability
  - Intercom System, PA Emergency Notification System, Two-way Admin Radios,
- Maintain equipment inventory
- Designate a centrally-located area (usually main office) easily identified by staff, media, and the public
- Predetermine an alternate location in case the primary location is inaccessible
- Establish communication with staff
- Maintain telephone and radio communication with emergency services
- Post rumor control and information on the internet and in an area accessible to our students and the community

Record emergency related incidents

Maintain communication with staff by whatever means available (SMS text messaging, audio alarm warning system, intercom, bullhorn, canned air horn, two-way radio, e-mail, written notices)

## Internal Communications

Staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

### **Alert Notifications (SMS Texting)**

In most cases our alert notification systems (InTouch and Informacast) will be used to activate and communicate within our emergency management system (following our Emergency Operations Plan). It may also be used to activate and manage our Emergency Operations Center (EOC).

### **Telephone Tree**

A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at their primary work location. The tree originates with the senior site official, who contacts the members of the Incident Management Team. Team members then, in turn, will contact groups of staff identified on their call list.

### **Staff Meetings**

As appropriate, updated information about an incident will be presented at regularly scheduled staff meetings. In some cases, special staff meetings may be called as incident evolution requires. Staff will also have the opportunity to address any misinformation or rumors. Any new procedures or temporary changes will also be reviewed at this time.

### **Communication With the District Administrative Office**

The Incident Commander will use the designated countywide Emergency Radio Network to notify the site administrator of our District's status/needs. The site administrator will notify the District office. The District office will notify the County Office of the status of all of the District's sites. He/she will designate staff member(s) to monitor all communications.

## Activation

### Concept of Operations

The senior executive (or designee) determines whether to activate this annex based upon information from initial staff reports and local authorities. When activated, the Communications annex coordinates and supports emergency response/recovery telecommunications requirements

Immediately report communications degradation, interruption, or failure by alternate means (e.g. cell phone) to our District’s Emergency Operations Center (EOC) if activated or the Communications Officer

The local emergency communications plan will include channel designations, contingency communications procedures, and training in back-up communications equipment.

## Continuity of Operations (COOP)

### General



Continuity of Operations planning is a program that ensures continued performance of essential functions across a full range of potential emergencies, be they natural or man-made, when a significant interruption of operations occurs following a severe disaster or tragedy.

A COOP provides guidance and establishes responsibilities and procedures to ensure that essential functions are maintained. COOP is not the same as an Emergency Operations Plan or a Recovery Plan, but rather supplements it, in the event normal facility or human resources are not available.

A COOP provides a continuity infrastructure that through careful planning ensures:

- Emergency delegation of authority and an orderly line of succession, as necessary.
- Safekeeping of essential personnel, resources, facilities, and vital records.
- Emergency acquisition of resources necessary for business resumption.
- The capability to perform critical functions remotely until resumption of normal operations.

A District's COOP plan should allow for its implementation anytime, with or without warning, during normal and after-hours operations; providing full operational capability for essential functions no later than 12 hours after activation; and sustain essential functions for up to 30 days.

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the District after an incident that results in disruption of normal activities or services to the District. Failure to maintain these critical services would significantly affect the operations and/or service mission of the District in an adverse way.

### Scope

It is the responsibility of the District's officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery process.

The COOP procedures outline actions needed to maintain and/or rapidly resume essential operations, business, and physical services, when interrupted for an extended period of time following an incident.

### Responsibilities

Designated District Staff, in conjunction with the affected administrator(s) and staff, will perform the essential functions as follows:

#### **Senior Executive/Site Administrator**

- Determine when to close District, and/or send students/staff to alternate locations

- Disseminate information internally to students and staff
- Communicate with family, media, and the larger community
- Identify a line of succession, including who is responsible for restoring which business functions for the District
- Ensure systems are in place for rapid contract execution after an incident
- Identify relocation areas for site and administrative operations
- Create a system for registering students (off site or into alternative locations)
- Brief and train staff regarding their additional responsibilities
- Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations
- Identify strategies to continue operations (e.g., using the Internet, providing alternatives to operational contingencies)
- Work with local and state government officials to determine when it is safe for students and staff to return to the District's buildings and grounds
- Manage the restoration of the District's buildings and grounds (e.g. debris removal, repairing, repainting, and/or landscaping)
- Collaborate with private and public-sector service providers and contractors

### **Administrative Services, District Staff**

- Maintain inventory
- Maintain essential records (and copies of records) including the District's insurance policy
- Ensure redundancy of records is kept at a different physical location.
- Secure District's equipment and materials in advance.
- Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records.
- Retrieve, collect, and maintain personnel data
- Provide accounts payable and cash management services

### **Administrative Support Staff**

- Establish necessary support services for students and staff
- Implement additional response and recovery activities according to established protocols
- Collaborate with public and private providers

### **Food Services Worker**

- Determine how food services will resume
- Support staff and volunteers as much as possible

### **Transportation**

- Provide emergency transportation services as needed
- Assess and implement alternative transportation services that may be necessitated

## Evacuation

### General

Evacuation is one means of protecting the staff, students and visitors from the effects of a hazard through the orderly movement of person(s) away from the hazard. The type and magnitude of the emergency will dictate the scale of an evacuation (i.e., evacuation area).



### Concept of Operations

Evacuation orders are generally given by the following:

- Local Police
- Environmental Health & Safety
- Facilities Services
- Administrator, director, or building supervisor
- Fire Department with jurisdiction
- Any person identifying a hazard and by activating the fire alarm system via a fire alarm pull station

### Evacuation Procedures

- Evacuation will be initiated by means of the fire alarm system or Informacast PA emergency alerts. Whenever the alarm is sounded all occupants of all buildings are to initiate the evacuation procedure.
- Take the Incident Action packet/binder which has a current class list and a red/green 8½ x 11 card (red on one side and green on the other side)
- Close all doors and windows. (DO NOT LOCK DOORS)
- Follow the safest evacuation route to the assembly or safe dispersal area.
- Teachers are to take roll and make certain no one reenters the building for any reason.
- If all students are present with staff member, staff will hold up the GREEN sheet to acknowledge to responsible incident management person that all students are present.
- Support staff who have regular schedules with students need to have a green and red card also. If all students who are regularly scheduled are in their care and custody, they are to raise the green card, so staff member and responsible incident management person can see.
- Staff members are to raise the red card even if they think a student is with support staff so responsible incident management person can account for those students.
- If a student is not present, the staff member will hold up the RED card and wait for the administration to contact him/her to see who is absent. The responsible incident management person will coordinate the search for the missing student.
- Students should remain 30 – 50 feet away from any building.
- Students are to remain in groups, until the all clear signal is given.



## On-Site Evacuation

The Incident Commander or designee activates fire alarm or applicable Informacast PA emergency alert.

All staff follow the Evacuation Procedures identified above.

Once assembled, building occupants remain in their designated assembly or safe dispersal area until further instructions are given.

Reentry is only authorized after it is determined that conditions and buildings are deemed safe by appropriate incident management staff.

## Off-Site Evacuation

If it is determined that the buildings and area are not safe for occupation and that the On-Site Evacuation locations are also at risk, the appropriate incident management staff will initiate an Off-Site Evacuation.

The Incident Commander or designee determines safest method for evacuating the site. This may include use of buses or simply walking to designated off-site location.

Staff members secure the student roster when leaving the building and take attendance once group is assembled in pre-designated safe location.

Once assembled off-site, staff members and students stay in place until further instructions are given.

In the event clearance is received from appropriate agencies, Incident Commander may authorize students and staff to return to buildings.

## Evacuating Students with Disabilities

Procedures and actions regarding the special needs' population should cover the evacuation, transportation and medical needs of students who will require extreme special handling in an emergency. In most cases, additional safeguards must be established regarding roles, responsibilities and procedures for students with physical, sensory, emotional and health disabilities.

The following are steps that cover the evacuation procedure of student(s) with disabilities:

- Review all paths of travel and potential obstacles

- Know the facility, grounds, paths, exits and potential obstacles

- Determine the primary and secondary paths of exit to be used during emergencies

- Individuals with mobility impairments will need a smooth, solid, level walking surface, an exit that avoids barriers such as stairs, narrow doors and elevators and guardrails that protect open sides of the path

- Compile and distribute evacuation route information to be used during emergency operations

- Include alternative evacuation route information, should the primary route be inaccessible due to damage or danger

- Install appropriate signage and visual alarms

Place evacuation information indicating primary and secondary exits in all offices, rooms, multipurpose rooms, hallways/corridors, lobbies, bathrooms and cafeterias. For passages and doorways that might be mistaken for an exit, place visible signs that proclaim, “NOT AN EXIT”

Place emergency notification devices appropriate for each student

Post signage with the name and location of each area so that the students will know exactly where they are, in order to comply with ADA (American’s with Disabilities Act) Accessibility

### **Buildings and Facilities Signage Requirements**

Approximately 60 inches above the floor

In a location that is not obscured in normal operation such as a swinging door

In all primary function areas

## **Preparation and Planning**

Identify the students and staff with special needs and the type of assistance they will require in an emergency

Allow visitors to self-identify on a sign-in log if they have special evacuation needs

Discuss evacuation issues with the staff members and caretakers of students with special needs, including individuals, who may be temporarily disabled (i.e. a student with a broken leg)

Train staff in general evacuation procedures

Review the areas of rescue, primary exits, evacuation techniques, and the locations and operation of emergency equipment

Provide in-depth training to those designated to evacuate students with special needs

Train the staff for proper lifting techniques when lifting a person for evacuation

Anyone can assist a student with a visual impairment

Check on each special needs student to assure he/she is accounted for during an evacuation

Review the plan with emergency response personnel, including local police, fire and emergency medical technicians

Identify “areas of rescue” in our site for students to wait for evacuation assistance from emergency personnel

Before operations begin in the Fall, walk around the site with first responders so that they are familiar with the primary exits and all areas of rescue; these areas must meet specifications for fire resistance and ventilation

Review with first responders how they will support the students and staff with special needs during an emergency

Complete all contracts and Statements of Understanding with key emergency support providers

Ensure that sufficient transportation capacity exists with transportation providers, partner agencies, and suppliers to effectively meet the demand in an emergency

Identify transportation contracts through the District in case of an emergency; Emergency response for special needs requires special vans and special equipment

Specify who will do what to address these transportation needs

Develop a list of District-owned vehicles, staff vehicles that are available and make prior arrangements for their use in the event of an emergency

Review the evacuation plan with students and staff to be familiar with the process and identify any problems

Practice implementation of special duck and cover actions by students with able-bodied partners  
Students should be aware that evacuation by themselves may be difficult or impossible because of obstacles in their path or because electric dependent machines may not function (i.e. elevator)

Special pre-planned assistance must be provided and reviewed regularly

## Lockdown (Deny Entry or Closing)

### General

A District or school site lock down is necessary when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, students are to remain in rooms or designated locations at all times.



### Instructions

If a lock down situation is required, the Site Administrator will make an announcement on the Public Address (PA) system, or a recording will be played with lockdown directions. If the PA system is not available, the Site Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The Site Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the Site Administrator:

**“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION. STAFF ARE TO LOCK ROOM DOORS UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. STUDENTS AND STAFF ARE TO PROCEED TO THE NEAREST ROOM OR BUILDING. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”**

If inside, staff should instruct students to lie on the floor, move away from doors and remain in the center of the room out of the line of fire, lock the doors (if possible), and close any shades or blinds if it appears safe to do so. Students and staff who are physically unable to lie on the ground should move away from doors and windows.

If outside, students should proceed to their rooms if it is safe to do so. If it is not safe, staff must direct students into nearby rooms or other District buildings (e.g., auditorium, library, cafeteria, and gymnasium).

District staff and students must remain in their room or secured area until further instructions are provided by the Site Administrator or law enforcement.

Landline phones should not be used. District staff should use cell phones and speak quietly. All site entrances and exits must be locked, and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on the site.

Secretaries will text teachers for attendance purposes, if possible and reasonable.

Staff and students are not to open the door for anyone; law enforcement will have keys in order to open doors.

Staff and students should anticipate that law enforcement will check doors by jiggling the handle as they are “clearing” the campus; if a door is unlocked, law enforcement will likely enter the room, possibly with guns drawn.

Staff are not to allow students out of the classroom until given the “all clear.” (Emergency buckets may be used as a toilet in an emergency.)

Students may not be picked up from school or leave campus during a lockdown.

## Public, Medical, and Mental Health

### General

Establishment of public, medical, and mental health procedures, will assist the District in preparing for, responding to, and recovering from an incident that affects the health and safety of students, staff, and family. Furthermore, coordination with Public Health agencies, Emergency Medical Services (EMS), and Mental Health support services will broaden their capacity to deal with these incidents by providing the District with resources beyond their existing expertise and training.



### Public Health

#### Procedures

- Designate District Medical Manager and/or other key personnel as the individual(s) responsible for coordinating incidents such as disease outbreaks, bioterrorism, and natural disasters with local, State, and Federal Public Health agencies.
- Coordinate with local, State, and Federal Public Health agencies on information sharing protocols.
- Develop procedures for reporting information to local, State, and Federal Public Health agencies.
- Contact local Public Health agency to determine notification procedures for students/family, staff, and public, if necessary.
- Send out any required notification to students/family, staff and public as required.
- Establish a dedicated contact phone number for questions and concerns.
- Coordinate with local, State, and Federal Public Health agencies, for assistance with managing large scale incidents or incidents beyond the District's resources.

### Medical Health

#### Procedures

- Designate District Medical Manager and/or other key personnel as the individual(s) responsible for coordinating incidents involving students or staff injuries or illnesses
- Provide CPR/First Aid/AED to all staff designated to work in medical capacity
- Establish a triage area for injured students and staff
- Separate walking wounded, critically injured and deceased individuals (Keep a log of names of these individuals)
- Keep a record of students and staff that are transported off-site for treatment.
- Coordinate with local Emergency Medical Services (EMS) agencies for assistance with large scale incidents or incidents beyond the District's resources.

## Mental Health

### Procedures

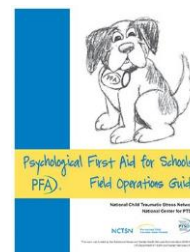
- Designate crisis counselors and/or other key personnel as the individual(s) responsible for coordinating incidents with local, State, and Federal Mental Health agencies
- Activate crisis counselors during the incident to begin identifying students and staff that require assistance
- Keep a log of individuals counseled or that require counseling following the incident
- Notify students, family, and staff of counseling services available
- Coordinate with local, State, and Federal Mental Health agencies, for assistance with large scale incidents or incidents beyond the 's resources.

### Psychological First Aid for Schools (PFA-S)

The field of school safety and emergency management has evolved significantly over the past decade. Tragically, acts of violence, natural disasters, and terrorist attacks have taught us many lessons. We also know that other types of emergencies can impact schools, including medical emergencies, transportation accidents, sports injuries, peer victimization, public health emergencies, and the sudden death of a member of the school community. We now recognize the need for school emergency management plans that are up-to-date and take an “all-hazards” approach with clear communication channels and procedures that effectively reunite parents and caregivers with students. We have also learned that preparing school administrators, teachers, and school partnering agencies before a critical event is crucial for effective response, the value of ongoing training and emergency exercises, and that having intervention models that address the public health, mental health, and psychosocial needs of students and staff is essential to a safe school environment and the resumption of learning. (excerpted from Psychological First Aid for Schools, Field Operations Guide, 2nd Edition)

### Field Operations Guide (FOG)

We use the PFA-S FOG as-needed, to prepare and respond to critical incidents affecting the mental health of our students. <https://www.nctsn.org/resources/psychological-first-aid-schools-pfa-s-field-operations-guide>



## Public Safety and Security

### Purpose

The Public Safety and Security Annex integrates State public safety and security capabilities and resources to support the full range of incident management activities.



### Scope

The Public Safety and Security Annex provides a mechanism for coordinating and providing support to local law enforcement authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during incidents. The Public Safety and Security Annex capabilities support incident management requirements, including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety, in both pre-incident and post-incident situations. The Public Safety and Security Annex generally is activated in situations requiring extensive assistance to provide public safety and security.

### Key Tasks/Responsibilities

Coordinate public safety and security support (including personnel and equipment) to any affected department/agency during preparation for, response to, and/or recovery from any real or potential incident.

- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Private Security Companies

Coordinate critical information dissemination regarding public safety/security through mass warning/notification.

- County Sheriff's Office
- Police Department
- Dispatch
- County Emergency Management
- Facilitate multi-function public safety activities such as evacuation, traffic, looting, and riot control
- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Fire/EMS



## Concept of Operations

Local law enforcement authorities have the primary responsibility for public safety and security and are the first line of response and support in these functional areas, utilizing the Incident Command System on-scene

In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring jurisdictions and/or State authorities, which may require the management of incident operations through a Unified Command structure

Through the Public Safety and Security Annex, outside resources supplement local resources when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System principles and protocols

The Public Safety and Security Annex activities should not be confused with the activities described in the Terrorism Incident Annex or other criminal investigative law enforcement activities

As the lead law enforcement official in the United States, the Attorney General, generally acting through the Federal Bureau of Investigation (FBI), maintains the lead for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States

The Public Safety and Security Annex is activated when public safety and security capabilities and resources are needed to support incident operations

This includes threat or pre-incident as well as post-incident situations

When activated, the primary agencies assess public safety and security needs, and respond to requests for resources and planning/technical assistance from county agencies

The Public Safety and Security Annex manages support by coordinating the implementation of authorities related to public safety and security and protection of property, including critical infrastructure, and security resources and technologies and other assistance to support incident management operations and security capabilities and resources are needed to support incident operations

This includes threat or pre-incident as well as post-incident situations

The Public Safety and Security Annex maintains close coordination with Federal, State, and local officials to determine public safety and security support requirements and to jointly determine resource priorities

The primary agencies maintain communications with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed

## Recovery

### General

When a disaster occurs, it is all too easy to get consumed by the urgent activities and emotions surrounding the event. That is understandable but don't allow the intensity of the incident to distract you from some extremely important actions you should be taking. Keep in mind that no financial assistance will occur until there is a declared disaster by the State and the Federal governments.



Tracking time and material (supplies and equipment specifically used for the disaster) should happen always, regardless of disaster declarations. There is no guarantee that we will get our expenses reimbursed. We are at the mercy of the State and Federal governments. In most cases, however, **labor and materials specific to the disaster response** get reimbursed. Losses already covered by our insurance are typically NOT reimbursed. For example, if an employee is injured our Workers' Compensation would cover the injured employee. If a building was damaged and our insurance does not cover that specific cause of loss there may be a chance it is reimbursable.

### Before – Action Items

- Establish relationships and contact information from our county Operational Area and Coordinating Council (OACC)
- Create and maintain a current contact list with this information and other contact information essential to the Finance/Administration Section of our ICS structure
- Train and practice the Start-up, Operation of, and the Closure of this ICS Section.
- Modify and update our Emergency Operations Plan as necessary

### During – Action Items

Within the very first moments of an incident, begin tracking every employee's and volunteer's time spent on the incident. (Be alert to any announcements from local or State government regarding "Public Assistance" requests or meetings.) Use the form designed for that purpose, the Activity Log (ICS 214). If not readily available, make sure each person is tracking the following:

Incident name

Date

Worker's name

Log each major activity and track start and end times

Don't be concerned with tracking too much – that can be sorted out after the event

This information will need to be transferred onto the Activity Log (ICS 214) before we can apply for Public Assistance funding (this is what they call the State and Federal reimbursement program)

Keep track of ANY disaster-related expenditures for supplies or equipment. It is best to retain copies of priced-out receipts and invoices for possible State and Federal reimbursement. For example, if our facilities may be used as a shelter and we are required to provide custodial services specific to the shelter, toilet paper, paper towels, cleaning material and chemicals would all likely be reimbursable. If our facility were being used as a medical care facility and the HVAC system required filters different than what we would normally use, the cost of the filters (and the labor to change them) are likely reimbursable.

Establish the Recovery Unit in the Finance/Administration Section of our Emergency Operations Center (EOC).

Have all sites or units collect information on their ability to sustain operations.

Develop staffing pattern for the Recovery Unit.

Collect information on damages, duration and impact from the following:

- Utility Providers

- Social, medical and health services

- Transportation routes and services

- Debris issues

- County Government Operations

- Private sector retail and wholesale providers

- Others

Develop initial short term and long-term recovery objectives.

Refer to hazard/threat-specific annexes for information.

Develop information for the PIO on the recovery process and progress.

Develop a plan to assign personnel to sustain the recovery effort

Coordinate with the OACC, other local jurisdictions and the State on their recovery efforts.

While it is best if we already have an established relationship with our county Operational Area Coordinating Council (OACC) contact, we need to identify that individual and the means of communicating with them. We will want them to know who at our District will serve as the contact for emergency incidents. This will serve a couple of purposes:

- It will keep our District “in the loop” and better informed when an incident affecting our District occurs

- It will alert us to any notice of “Public Assistance” informational meetings to learn about getting Federal and State reimbursement for disaster related District activity

If our county’s OACC is overwhelmed with an incident we should reach out directly to our Emergency Services Coordinator at the Governor’s Office of Emergency Services Region Operational Area.

- Ask them to put the District on the list for notification of “Public Assistance” informational meetings

- There are forms that will be exchanged between our District and the OACC or the California Governor’s Office of Emergency Services (they act as our liaison with FEMA)

If our employees and volunteers remain under our direction and control we are responsible for any costs associated with their activities. Should they perform work that they would not

normally do and it is attributable to the disaster we will likely be able to reimburse the labor. Management costs are typically NOT reimbursable.

If our employees and volunteers, or our facilities, are tasked outside of our District we must only do so under the terms of a mutual aid agreement or memorandum of understanding to which the District have agreed, in writing. Make sure we understand when and if risk transfer occurs as it should be clear in these documents. These documents should identify, specifically, what is “covered” and by “whom.” Examples for other agency usage of our facility might include the Fire Department using our facility as a command center for the incident.

Or, local hospitals may be “at-capacity” and need our facility to provide some form of medical or health services. In these cases, (like the case of sheltering) a written request for use of our facilities should be on file or requested prior to allowing the agency to use them. These documents should specify what they will and will not cover in terms of costs related to using the facility. Typically, if an outside agency damages the property or they cause a liability exposure, they are responsible for coverage.

When in doubt, ask for help.

## After – Action Items

Begin closing the Recovery Unit

Assign any open or pending tasks, such as Public Assistance funding or other outstanding receivables or payables, to appropriate staff with specific checkup or due dates

Make sure all Activity Logs and equipment/supply records have been assembled and recorded into the request for Public Assistance from Cal OES and FEMA

Conduct an After-Action debrief within the Finance/Administration Section and include that in the main incident After-Action debrief held by the District

Review our EOP and include any lessons learned or altered actions into the plan for update and redistribution to the emergency management team

Participate in and debriefings provided by our ICS team and close the Recovery Unit

## Resources

[Activity Log \(ICS 214\)](#)

[Cal OES Regional Operations](#)

Form [Cal OES 126](#) – Project Application, California Disaster Assistance Act Program

Form [Cal OES 130](#) – Designation Of Applicant's Agent Resolution For Non-State Agencies

Form [Cal OES 89](#) – Project Assurances For Federal Assistance – Construction Programs

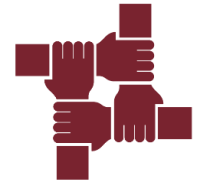
Form [FEMA 009-0-49 9/16](#) – Request For Public Assistance

All links should be verified at least annually and updated. In some cases, expired forms will not be accepted.

## Reunification

### General

Student release is a crucial part of emergency planning. During an emergency or disaster, the traditional student release procedure is often unsafe and therefore not operable. Accordingly, a comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning which is to ensure the safety of the students to every extent possible.



There are a wide variety of emergency situations that might require student/family reunification. Student/family reunification may be needed if the site is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, tsunami, school violence, bomb threat, terrorist attack or other local hazard.

Student/Family reunification is part of the Incident Command System and is assigned to the Operations Area.

### Reunification Procedures

In an emergency, sites must establish a safe area for family members to meet with students. This area must be away from the both the damage and the student's assembly area. In a typical release the following steps will be followed:

- Family member will report to the assigned area and give the name of the student

- Picture ID will normally be required by the person in charge to insure the person requesting a minor is a match to the name on the emergency release card

- A runner will go to the student assembly area and get the minor requested by the parent or adult and escort the student back to the pick-up area

- Parents will be asked to sign a form indicating they picked up the minor (the date and time will also be indicated on the pick-up form)

- If the minor is in the first aid area, the parent will be escorted to that area for reunification with their child/children

- Counselors, when available, will be located close to the first aid area in the event they are needed

### Traffic Control

Traffic may be controlled by trained and authorized employees who meet the requirements outlined in the Manual on Uniform Traffic Control Devices (MUTCD) Part 7, Traffic Control for School Areas. In the absence of this condition, we must wait until local law enforcement is available and on scene at the site.

To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles

As the situation develops there may be time for barricades and other traffic control devices to be delivered and set up

It should be understood this will not occur at the beginning of the incident

When law enforcement arrives on the scene they will take charge and do whatever is necessary, including the towing of vehicles to manage the emergency or disaster

## Maintaining the Procedures

Student rosters should be updated at least twice a year

If enrollment dictates this may be updated more frequently

Updated rosters should be stored in every room in an area easily identified by the both staff and substitutes.

Additional copies of the rosters should be distributed to the site administrator and placed in the back of the emergency plan binder

Emergency cards should be filled out at the beginning of the year

This card should include contact information on family members, as well as other adults who can be contacted if the family member is not available

The card should also indicate who the minor is permitted to leave site with, if necessary

**DO NOT** release students to people not listed on the student emergency card.

A well-intentioned friend may offer to take a minor home; however, District staff must be certain that students are only released to the appropriate people, so their families will know where they are

The card should also include all pertinent medical information such as allergies, medications, and doctor contact information

These cards should be stored in the front office in both hard copy and electronically, if possible

## Things to Remember

Some family members will refuse to cooperate with the student/family reunification process

This situation can be diminished, to some degree, if family members are informed about the District's release procedures before the disaster or emergency occurs

They should be reminded that the safety of their student is our utmost priority

Family members may be emotional when arriving at the site

Have counselors available to deal with issues if needed

Shortly after the incident, the media will have a presence on our site

The Public Information Officer, part of the command staff operating under the Incident Command System, will deal with the media, however, it is important that family be sheltered from media representatives

## Shelter-in-Place

### General

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, or any other external threats, not requiring a lockdown. Shelter-in-place is implemented when there is a need to isolate students and staff from the outside environment and includes the shutdown of room and/or building air systems. During shelter-in-place, no one should be exposed to the outside air.



### Description of Action

If an emergency occurs that requires students and staff to Shelter-in-Place, the Site Administrator will make an announcement, or play the pre-recorded announcement on the PA system. If the PA system is not available, the Site Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The Site Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the Site Administrator:

“YOUR ATTENTION PLEASE. WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY. WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. PLEASE REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

If inside, staff should keep students in their rooms until further instructions are given.  
If outside, students must proceed to their assigned rooms if it is safe to do so, or next assigned room, if during a break.

If it is determined to be unsafe, staff should direct students into nearby rooms or buildings (e.g., auditorium, library, cafeteria, and gymnasium)

Staff should close and lock doors and windows, and cover windows with available window coverings  
Teachers should continue instruction as usual

Staff should contact admin/the office if a student must leave the classroom (i.e. to use the restroom, etc...)

Unless extenuating circumstances exist, such as a medical emergency, students may not be picked up or leave campus

If shelter-in-place is due to airborne contaminants, staff and students who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to outside air; anyone who is exhibiting symptoms must be treated

Staff is responsible for securing individual rooms and for completing the following procedures as needed, in an airborne pathogen scenario:

Shut down the room/building HVAC (Heating Ventilation and Air Conditioning) system

Turn off local fans in the area

Close and lock doors and windows

Comprehensive School Safety Plan

Section 2 – Policies and Procedures

*If necessary, seal gaps under doors and windows with wet towels or duct tape, seal vents with aluminum foil or plastic wrap, and turn off sources of ignition, such as pilot lights*



## Situational Awareness

In the U.S., every public agency is expected to address situational awareness and personnel security. Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident. More simply, it is knowing what is going on around us.



### Overview

Situational Awareness requires continuous monitoring of relevant sources of information regarding actual incidents and developing hazards. A common core function of Emergency Operations Centers (EOC) is gaining, maintaining, and sharing Situational Awareness and developing a Situational Picture (SitPic) that is shared between the Incident ICS, EOC, JIS, and field staff participants in the incident.

In the early stages of activation, the EOC will obtain Situational Awareness. This is important because accurate, timely information will enable more informed, effective decision-making. An excellent tool for developing and maintaining this condition of the OODA loop.

### OODA Loop

The OODA loop is the cycle: observe–orient–decide–act, developed by military strategist and United States Air Force Colonel John Boyd in the 1960s. Boyd applied the concept to the combat operations process, often at the operational level during military campaigns. It is now also often applied to understand commercial operations and learning processes.

The OODA loop has become an important concept in emergency management. According to Boyd, decision-making occurs in a recurring cycle of observe–orient–decide–act. An entity (whether an individual or an organization) that can process this cycle quickly, observing and reacting to unfolding events more rapidly than an “opponent,” can thereby “get inside” the opponent’s decision cycle and gain the advantage.

**Observe** – Sensing yourself and the world around you

**Orient** – What you believe: a complex set of filters of genetic heritage, cultural predispositions, personal experience, and knowledge

**Decide** – A review of alternative courses of action and the selection of the preferred course as a hypothesis to be tested.

**Act** – Testing the decision chosen for implementation.

Every employee is a critical link to situational awareness. This annex address the expectations of this District in establishing and maintaining a vital communication and informational internal network. Whether you are in an office environment, inside a building, in the field, or at home, what you observe and absorb are invaluable to our District.

## Prepare

The following list includes the minimum expectations for every employee:

- Develop and maintain a personal family communication plan
  - Use the [Family Emergency Communication Plan – Wallet Sized](#) provided by our District
  - The plan should be completed at hire and updated when any of the information changes but at least annually
  - Share our plan with your family
- Review and familiarize yourself with the District’s Emergency Operations Plan (EOP)
- Prepare a “Go-Bag” for yourself with a 3-day supply of food and water
  - See the “Go-Bag” guide for help in assembling and stocking
- Keep a copy of the District’s *Critical Incident* Field Operations Guide (FOG) with you at all times during work hours

## Field Protocol

Before, during, and after critical incidents there are some basic steps you should take to improve your situation and help others in need:

- If you are operating a vehicle or other equipment, stop your activity as soon as is safely possible (If driving, follow safe driving practices and get maneuver your vehicle without endangering your own or the safety of others)
- Assess the situation using the OODA loop and take appropriate action
- Follow our District’s Communication protocols as outlined in the EOP
- If you are unable to proceed to your primary location ( starting and ending shift worksite) find out if you can return to an alternate site
- If returning to any of these sites proves unreasonable, proceed to the nearest public facility (police or fire station, hospital, local government office) and notify our District of your exact location
- Provide our District’s Emergency Operations Center (EOC) with as much detailed information as possible:
  - Time, Date, and Location of Critical Incident
  - Your condition (unaffected, injured, etc.) and the condition of your equipment
  - Describe the type of incident such as fire, hazmat, earthquake, etc.
  - Provide details on estimate impact in your area (how much loss or damage)

## Disaster Service Worker

As a California public employee, you may be called upon to work as a Disaster Service Worker (DSW) in the event of an emergency. The information contained in the Disaster Service Worker website will help you understand your role and obligations as a disaster service worker, and what to do in an emergency (California Government Code Section 3100-3109).

## Special Needs Population

### Planning Needs and Assumptions

For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. Communication may be impeded at a time when clear and rapid communication is crucial to safety and survival.



To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

- Have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws
- Know the special needs demographics of the attending students on site
- Involve students with different types of disabilities and staff in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency
- Consider emergency accommodations for those with temporary disabilities
- Identify existing resources within the site and local community that meet the special needs of these students
- Develop new community partners and resources, as needed
- Inform family members about the efforts to keep students safe
- Identify medical needs and make an appropriate plan
- Determine transportation needs, special vans, and buses for students
- Identify any necessary tools such as personal response plans, evacuation equipment or visual aids
- Include local responders and establish a relationship with individual students with disabilities and staff

# Hazard/Threat Annex

## Hazard-Threat Assessment

A representative number of participants were selected to participate in the Hazard-Threat Assessment Survey (HTAS). This survey follows best practices in emergency management and is a very important part of updating our Emergency Operations Plan.

This survey was designed to help us prioritize possible threats or hazards we may face. It covers many possible scenarios but is not exhaustive in nature. The survey information generated is invaluable in helping our Emergency Operations Plan Collaborative Planning Team identify the hazards and threats most likely to impact us.

The Collaborative Planning team has selected the following Hazards/Threats to be included in this annex:

- Active Assailant
- Cyber Threat or Attack
- Earthquake
- Extreme Heat and Unhealthy Air Quality
- Fire-Structural
- Fire-Forest, Wildfire, or Urban Interface
- Infectious Disease
- Power and Utility Failure
- Severe Weather
- Tsunami

## HTAS Report

<b>Hazard</b>	[SCORE]	<b>Probability</b>	[SCORE]	<b>Magnitude</b>	[SCORE]	<b>Warning</b>	[SCORE]	<b>Duration</b>	<b>Risk Priority</b>
Fire-Structural	4.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	4.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.4	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.7	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>14.1</b>
Power-Utility Failure	4.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.5	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.3	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.4</b>
Earthquake	4.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.9	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.3</b>
Cyber Threat or Attack	3.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.3	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.3</b>
Fire-Forest, Wildfire, or Urban Interface	3.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.0</b>
Active Assailant	3.0	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>12.3</b>
Extreme Heat and Unhealthy Air Quality	4.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.1	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>12.2</b>
Severe Weather	4.0	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.2	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.7</b>
Transportation Incident (Air, Sea, Land)	2.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.6</b>
Infectious Disease	3.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.7	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.6</b>
Hazardous Materials Incident	2.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.4</b>
Bomb Threat or Explosion	2.6	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.5	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.2</b>
Civil Disobedience or Disturbance	3.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.0	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.2	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.1</b>
Landslides and Debris Flow	2.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.0	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.2	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.9	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.0</b>
Flood	3.0	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.2	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>10.6</b>
Tsunamis/Tidal Wave	2.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.1	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.4	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>10.3</b>
Dam and Levee Failures	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>10.0</b>
Volcanic Eruption	2.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.9	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>9.9</b>
<b>Top 3 Concerns</b>		<b>Active Assailant Training</b>		<b>Fire-Forest, Wildfire, or Urban Interface</b>		<b>Earthquake</b>			

## Active Assailant

### Purpose

Active assailant situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene. Individuals must be prepared both mentally and physically to deal with an active assailant situation.



This Annex will address current best practices for dealing with Active Assailants, Before, During, and After an incident.

### Situation and Assumptions

An Active Assailant is an individual actively engaged in the killing or attempting to kill people in a confined and populated area. In most cases, active assailants use firearms and there is no pattern or method to their selection of victims.

Active Assailant situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the attack and mitigate harm to victims.

### Continuity of Operations (Annex Specific)

Continuity of Operations is defined as the internal effort of an organization to assure that the capability exists to continue essential functions and services in response to a comprehensive array of potential emergencies or disasters.

In the case of an active assailant actions can be taken in advance to mitigate some of the outcome of the attack.

### Organization and Assignment of Responsibilities

Refer to the ***Organization and Assignment of Responsibilities*** section located in the Basic Plan.

### Plan Development

This annex is part of the Hazard and Threat Annex and was developed using current best practices

### Authorities and References

- CISA (Cybersecurity and Infrastructure Security Agency) Active Shooter Preparedness
  - <https://www.cisa.gov/topics/physical-security/active-shooter-preparedness>
- FBI (Federal Bureau of Investigation) Active Shooter Safety Resources
  - <https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>
- REMS (Readiness and Emergency Management for Schools) Technical Assistance Center

- <https://rems.ed.gov/IHEActiveShooterSituations.aspx>



## Incident Command Actions

### Before

#### Threat and Physical Security Assessment of each site

Conducting periodic threat and physical security assessments will ensure that best practices are in place to control access to your campus.

- Appropriate perimeter fencing installation and maintenance
- Locks and closers on perimeter gates that prevent outsiders from opening the gate (mesh screen around gate area)
- Check for keyed exterior locksets of all classroom doors
- Make sure the lockset on the interior of the classroom door has a thumb lock or other quick-lock style lockset (see Figure 1- Interior Lock)
- Verify visitor access control is in place and works as intended
- Require classroom doors to be closed and locked when students are present



Figure 1- Interior Lock

### Student Education

- Educate students (age appropriate) through workshops, seminars, lectures, and any other opportunity to teach about the hazards of an active assailant/physical threat and ways each person can potentially react to such a situation
- Supplement in-person instructional elements with additional information to reinforce the training
  - Such material may be distributed in a variety of ways, including but not limited to web pages, social media, printed literature, radio/TV, etc.



"If You See Something, Say Something" used with permission of the NY Metropolitan Transportation Authority.

Foster a respectful school community

Be aware of indications of violence and take remedial actions accordingly (i.e. If you see something, say something)

### Behavioral Red Flags

Recognizing indicators for potential violence by an individual:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene

- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of District policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior, which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of personal problems
- Talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes

Develop a positive behavioral intervention program that identifies at-risk behaviors early on and ensures administration is aware of these individuals

Decide upon communications and public information releases with your Public Information Officer prior to an incident

- Develop model releases that provide well thought out and consistent messaging on behalf of the District

Discuss and decide upon Spontaneous Memorial practices including

- Ease of public access

- Minimize disruption of vehicular and pedestrian traffic

- Monitored for appropriateness of items placed at the memorial

- Prepared to announce the one location to the public and that it will be open from/to specific dates (typically no longer than 2-3 weeks)

- Line-of-sight view by administration

## **During**

### **Responding to an Active Assailant/Physical Threat**

If you are in a situation where your safety is in question and you are at risk of harm from another person, you must quickly determine the most reasonable way to protect your own life.

### **Run (evacuate)**

If there is an accessible escape path, attempt to evacuate the building/area. Be sure to:

- Have an escape route and plan in mind

- Evacuate regardless of whether others agree to follow

- Leave your belongings behind

- Help others escape, if possible

- Prevent individuals from entering an area where the active assailant may be

- Keep your hands visible, to prevent confusion to law enforcement

- Follow the instructions of law enforcement personnel
- Do not attempt to move wounded people
- Notify Police when you are safe

### **Hide (lockdown)**

If evacuation is not possible, find a place to hide where the active assailant is less likely to find you. Your hiding place should:

- Be out of the active assailant's view
- Provide protection if shots are fired in your direction (i.e. a room with a closed and locked door)
- Not trap you or restrict your options for movement
- Remember Cover vs. Concealment
- Spread out to reduce target area
- To prevent an active assailant from entering your hiding place:
  - Lock the door, if possible
  - Blockade the door with whatever is available – heavy furniture, door wedges, file cabinets, etc.
  - Cover any windows or openings that have a direct line of sight into a hallway

If the active assailant is nearby:

- Lock the door, if possible
- Close windows, shades and curtains.
- Silence all cell phone and other electronic devices
- Turn off any source of noise (i.e. radios, televisions, etc.)
- Hide behind large items (i.e. cabinets, desks)
- Remain silent
- Do not sound the fire alarm
  - A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit
- Notify Police when it is safe to do so

### **Fight**

If running and hiding are not possible:

- Remain calm
- Notify Police, if possible, to alert them of the active assailant's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active assailant by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



### Law Enforcement

Law enforcement's purpose is to stop the active assailant as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

While officers may prefer to team up, they are likely to deploy individually, upon arrival at the scene Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment

Officers may be armed with rifles, shotguns, handguns

Officers may use pepper spray or tear gas to control the situation

Officers may shout commands, and may push individuals to the ground for their safety

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

While law enforcement personnel are still assessing the situation, uniformed security and/or police officers will move through the entire area to ensure the threat is over. For the safety of you and the officers, you may be handcuffed until the incident details are fully known.

How to react when law enforcement arrives:

Remain calm, and follow officers' instructions

Put down any items in your hands (i.e., cell phones, bags, jackets)

Immediately raise hands and spread fingers

Always keep hands visible

Avoid making quick movements toward officers such as holding on to them for safety

Avoid pointing, screaming and/or yelling

Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## **Considerations**

If a security threat is imminent or occurring, our personnel will take all reasonable and appropriate actions to minimize the hazard to the District's students and staff. If the perpetrator(s) is known, Incident Command will immediately deactivate the incident site's ID card(s) to prevent the individual(s) from entering a building/room equipped with card access.

For locations without electronic access control, incident personnel will make reasonable attempts to secure these doors as quickly as possible. The nature of the threat may make it unsafe for incident personnel to move from door-to-door, thus preventing these locations from being quickly secured.

If you become aware of an active assailant situation, immediately notify Police at 911. Information to provide to law enforcement or 911 operators:

- Location of the active assailant
- Number of assailants
- Identity of the assailant(s), if known
- Physical description of assailant(s)
- Number and type of weapons held by the assailant(s)
- Number of potential victims at the location

## **After**

### **Good Practice for Coping**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active assailant down. When the assailant is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 911 when it is safe to do so

Any time there is a significant security concern, we will make every reasonable attempt to immediately increase security on site. At the same time emergency personnel are responding to the emergency, public safety officials will communicate the hazard to the community via all available and appropriate means.

If you receive an official emergency communication notifying you of a hazardous situation where you must take immediate action to protect yourself, stay as calm as possible and follow these procedures. Only you will be able to determine the safest course of action that should be taken.

## Cyber Threat or Attack

### Purpose

Understanding the risks and motivations behind cyber threats or attacks is crucial in establishing and implementing this Cyber Threat or Attack annex. Technology continues to improve and develop at an amazing pace and with that advancement comes the challenges of protecting what we collect and manage using that technology.



Common criminals as well as hostile foreign actors have a couple of primary motivations when it comes to attacking your organization's cyber space. Both money and operational disruption are at the top of that list. For some hackers, they thrive on finding ways to access your information and then sell it, or threaten to disclose it asking for a "ransom," while freezing up your means of storing, accessing, or distributing information.

This annex will focus on the incident management perspective and address what to do before, during, and after an incident, following current best practices. These practices fall under the general category of cyber security.

### Situation and Assumptions

Think of the cyber world as you would your own facilities. You provide appropriate fencing to ensure the security of those within its boundaries. The more access points you provide the more difficult it becomes to keep that site secure and safe. The cyber world is really the same way. Years ago we may have had only a handful of access points to our local area network. As technology improved, we added access. As we added access we provided more entry points for those who would seek our harm.

We are making some basic assumptions about systems and practices we should have in place:

- Installed and using modern firewall and antivirus software
- Conducting regular antivirus scanning
- Configured firewalls to prevent ransomware
- Keeping operating systems patches up-to-date
- Completing critical patching as expeditiously as possible
- Conducting employee cyber security awareness training including current best practices
- Keeping individual sites segregated
- Keeping user groups segregated (staff and student users segregated)
- Keeping privilege access management limited
- Using multi-factor authentication
- Implemented and using strong password policy
- Using off-site back up
- Providing email filtering to prevent spam reaching employees



## Organization and Assignment of Responsibilities

Our IT department will have leadership over all aspects of our technology equipment and network spaces. They are the core of our Cyber Security Incident Response Team.

It is the responsibility of our Information Technology (IT) professionals to maintain a safe and secure cyber space. However, it is every network user's responsibility to follow best practices introduced by our IT professionals.

## Glossary of Terms

### **Cyber Security Incident Response Team (CSIRT)**

A group of experts that assesses, documents and responds to a cyber incident so that a network can not only recover quickly, but also avoid future incidents.

### **Denial-of-service attack**

A denial-of-service attack floods systems, servers, or networks with traffic to exhaust resources and bandwidth. As a result, the system is unable to fulfill legitimate requests. Attackers can also use multiple compromised devices to launch this attack. This is known as a distributed-denial-of-service (DDoS) attack.

### **DNS Tunneling**

DNS tunneling utilizes the DNS protocol to communicate non-DNS traffic over port 53. It sends HTTP and other protocol traffic over DNS. There are various, legitimate reasons to utilize DNS tunneling. However, there are also malicious reasons to use DNS Tunneling VPN services. They can be used to disguise outbound traffic as DNS, concealing data that is typically shared through an internet connection. For malicious use, DNS requests are manipulated to exfiltrate data from a compromised system to the attacker's infrastructure. It can also be used for command and control callbacks from the attacker's infrastructure to a compromised system.

### **Malware**

Malware is a term used to describe malicious software, including spyware, ransomware, viruses, and worms. Malware breaches a network through a vulnerability, typically when a user clicks a dangerous link or email attachment that then installs risky software. Once inside the system, malware can do the following:

- Blocks access to key components of the network (ransomware)
- Installs malware or additional harmful software
- Covertly obtains information by transmitting data from the hard drive (spyware)
- Disrupts certain components and renders the system inoperable

### **Man-in-the-middle attack**

Man-in-the-middle (MitM) attacks, also known as eavesdropping attacks, occur when attackers insert themselves into a two-party transaction. Once the attackers interrupt the traffic, they can filter and steal data.

Two common points of entry for MitM attacks:



- On unsecure public Wi-Fi, attackers can insert themselves between a visitor’s device and the network. Without knowing, the visitor passes all information through the attacker.
- Once malware has breached a device, an attacker can install software to process all of the victim’s information.

### **Phishing**

Phishing is the practice of sending fraudulent communications that appear to come from a reputable source, usually through email. The goal is to steal sensitive data like credit card and login information or to install malware on the victim’s machine. Phishing is an increasingly common cyberthreat.

### **SQL injection**

A Structured Query Language (SQL) injection occurs when an attacker inserts malicious code into a server that uses SQL and forces the server to reveal information it normally would not. An attacker could carry out a SQL injection simply by submitting malicious code into a vulnerable website search box. Learn how to defend against SQL injection attacks.

### **Zero-day exploit**

A zero-day exploit hits after a network vulnerability is announced but before a patch or solution is implemented. Attackers target the disclosed vulnerability during this window of time. Zero-day vulnerability threat detection requires constant awareness.

## **Incident Command Actions**

Maintaining a best-practices approach to cyber security requires us to keep up to date on current trends and threats in the cyber world. Most of what we know comes from internet service providers who share this information to help us be better prepared.

Our cybersecurity response process recommendations by the SANS Institute, as defined in its [Incident Handler’s Handbook](#).

### **Before**

#### **Preparation**

- Define, develop, and implement an Information Security policy and procedures that addresses current and possible future risks to cyber information handling and protection
- Conduct regular and periodic training for our staff to ensure they have the tools they need to preserve our cyber security. This may include hands-on virtual or email tests and scenarios designed to reinforce safe cyber practices and protect our digital/cyber foot print.
- Perform regular security assessments and intrusion testing
- Provide a trained staff Cybersecurity Incident Response Team (CSIRT)

### **During**

#### **Identification**

- Monitor IT systems and detect deviations from normal operations and see if they represent actual security incidents
- Establish type and severity
- Log actions and responses
- Collect evidence

### Containment

- Isolate impacted system(s)
- Implement temporary workarounds to maintain operations

### Eradication

- Identify the root cause
- Remove malicious software from all affected systems
- Take action to prevent root cause from recurring

### Caution

## COMMON MISSTEPS

Common missteps an organization can make when first responding



Mitigating the affected systems before responders can protect and recover data	
Touching adversary infrastructure (Pinging, NSlookup, Browsing, etc.)	
Preemptively blocking adversary infrastructure	
Preemptive credential resets	
Failure to preserve or collect log data that could be critical to identifying access to the compromised systems	
Communicating over the same network as the incident response is being conducted (ensure all communications are held out-of-band)	
Only fixing the symptoms, not the root cause	

## **After**

### **Recovery**

- Bring affected systems back online
- Test, verify, and monitor affected systems to ensure they are operating normally

### **After-Action Report**

- Finalized incident documentation
- Perform a retrospective of the incident to determine what was effective and what was not to identify lessons learned
- Modify and update this annex and any policy or procedure identified as insufficient or failed in the after-action debrief and report

## **Authorities and References**

### **State**

Cal OES - California Cybersecurity Integration Center

- <https://www.caloes.ca.gov/cal-oes-divisions/law-enforcement/california-cybersecurity-integration-center>

### **Federal**

Department of Homeland Security - Cybersecurity and Infrastructure Security Agency (CISA)

- <https://www.cisa.gov/>

National Institute of Standards and Technology (NIST) – Cybersecurity

- <https://www.nist.gov/cybersecurity>

## Earthquake

### Drop, Cover, and Hold On

This action is used to protect students and staff from flying or falling debris. Upon the first indication of an earthquake, staff should direct students to **Drop, Cover, and Hold On.**



Upon

The Incident Commander will make the following announcement on the PA System:

“ATTENTION PLEASE. DUCK, COVER AND HOLD. DUCK, COVER, AND HOLD. ADDITIONAL INFORMATION TO FOLLOW.”

Note: If the PA system is not available, use other means of communication, i.e. send messengers to deliver instructions, email, etc.

### Description of Action

#### If inside

- Drop to knees

- Get under desk and remain facing away from windows Cover head with one arm/hand while holding onto desk/chair/table

- Use both hands to cover head if taking shelter under a stationary object

- Bury face in arms

- Make body as small as possible

- Close eyes and cover ears with forearms.

#### If outside

- Drop to knees

- Clasp both hands behind neck

- Bury face in arms

- Make body as small as possible

- Close eyes and cover ears with forearms.

- Avoid glass and falling objects

### Procedures

Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.

When the shaking stops, the Incident Commander will issue the All Clear Response

Use prescribed routes and proceed directly to the Evacuation Area. Teachers shall notify the Student Attendance/Release Team of missing students.

The Incident Commander to direct the Security Team to post guards a safe distance away from building entrances to prevent access.

Warn all personnel to avoid touching fallen electrical wires.

First Aid Team will check for injuries and provide appropriate first aid.

The Incident Commander will direct the Facility Team to turn off water, gas, and electrical and to alert appropriate utility company of damages, if appropriate.

If the area appears safe, the Search and Rescue team will be cleared by the Incident Commander to make an initial inspection of the District's buildings, if needed.

The Incident Commander will contact the Superintendent to determine if additional actions are deemed necessary.

## During Non-Operating Hours

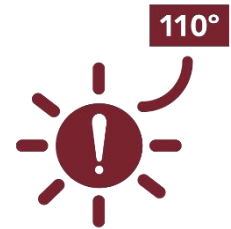
The Incident Commander and Identified Maintenance/Facilities Personnel will assess damages to determine needed corrective actions. For apparent damages, contact the Superintendent to determine if the District should be closed.

If the District must be closed, notify staff and students as identified in District Closure Response Procedure.

## Extreme Heat and Unhealthy Air Quality

### Purpose

The purpose of this annex is to ensure that staff is advised of hazardous conditions caused by extreme heat conditions and/or unhealthy air quality and to minimize exposure to those conditions. Governmental agencies, such as the Air Quality Management District (AQMD), the National Weather Service (NWS-NOAA), the Center for Disease Control (CDC) and others provide guidance in how to respond to unhealthy air quality and extreme heat conditions.



### Actions

The Incident Commander monitors air quality and heat conditions to provide recommended actions during an unhealthy air quality or extreme heat event. The Incident Commander will keep the Senior Executive or designee informed of these conditions and activate this annex. Upon activation, site administrators will perform the following:

- Notify students and staff when unhealthy air quality or extreme heat conditions exist.
- Modify District programs and work assignments for the protection of students and staff.
- Adhere to the Unhealthy Air Quality and Extreme Heat Plan to correspond with current recommendations of both the AQMD and the NWS.
- Cooperate with other governmental agencies and with the total community in matters of critical concern regarding unhealthy air quality and extreme heat.

### District Activities and What To Do During Extreme Heat Conditions.

The National Weather Service (NOAA) provides information on responding to extreme heat conditions. The Incident Commander monitors temperature and humidity in the District and the National Weather Service website to ensure that our District sites are notified upon attainment of an extreme heat condition.

Always provide adequate amounts of water to students and staff to maintain appropriate hydration, use areas shaded from the direct sunlight, and:

- When the Heat Index reaches the range of 90 to 105 degrees Fahrenheit, sunstroke, heat cramps, and heat exhaustion are possible. Everyone shall minimize prolonged, vigorous outdoor activity.
- When the Heat Index reaches the range of 105 to 130 degrees Fahrenheit, sunstroke and heat exhaustion are likely and heat stroke is possible. Everyone shall discontinue prolonged, vigorous outdoor activity.
- When the Heat Index reaches or exceeds 130 degrees Fahrenheit, heat stroke is highly likely with continued exposure. Everyone shall discontinue all vigorous outdoor activity.

## Fire - Structural

The following procedure addresses the necessary actions that should be taken if a fire is discovered in or on the District's facilities. A timely response to this situation is critical to prevent injuries and further property damage.



### Procedure

**NOTE** – There are cases during Active Assailant incidents where the assailant may trigger the fire alarm. This is done as a means to induce students and staff to evacuate which may provide the assailant with more “targets.” Always utilize situational awareness when a fire alarm is pulled.

If a fire is discovered on site, the administrative staff will immediately signal the fire alarm and direct students out of the building.

The Incident Commander will call 911 and provide the location and nature of the incident. The Incident Commander will immediately initiate the Secondary Evacuation Procedures.

Staff and students will evacuate buildings using pre-designated routes or other safe routes and convene at the Assembly Area.

Site staff members must bring their student rosters and take attendance at the Assembly Area to account for all students.

Staff will notify the Incident Commander of any missing students.

If safe to do so, staff will use fire extinguishers to suppress the fire until the local fire department arrives.

All fires, regardless of size, which are extinguished by site personnel, require a call to the responding Fire Department to indicate “the fire is out.”

The Incident Commander will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.

The Incident Commander will notify the Senior Executive of the fire. The Senior Executive should work with the Public Information Officer.

Outreach and Communication to disseminate information.

In the event that students need to be released from the school site, refer to the Reunification Annex for reunification procedures.

If necessary, the Incident Commander will notify appropriate Transportation official to request transportation for student and staff evacuation.

Any affected areas will not be reopened until the Fire Department or the appropriate agency provides clearance and the Incident Commander issues authorization to do so. For fires during non-school hours, the Incident Commander and the Senior Executive will determine if the school site will open the following day.

## Fire – Forest, Wildfire, or Urban Interface

### General

Fires can happen in almost any place, at any time, in almost any condition or circumstance as long as there is fuel, oxygen, and heat. While District's are required to have regularly scheduled fire drills by California law it is easy to overlook the risks associated with poor housekeeping, excessive and dried wildland shrubs and trees close to the District sites and many other factors. The damage caused by fire is real and serious, but the potential hazard of smoke can sometimes be even worse.



### Fire in Surrounding Area

The following procedure addresses actions that should be taken in the event that a fire is discovered in an area nearby District grounds. The initiated response actions should take into consideration the location and size of the fire, its proximity to the District site, and the likelihood that the fire may affect the District.

### Incident Command Actions

#### Before

- Review and update the “Recovery” Annex located in your Functional Annex following current State and Federal “Best Practices” guidelines
- Locate and participate in CSTI’s course, “Recovery From Disasters: The Local Community Role (G-205)
- Identify and include your “whole community” in strengthening your Pre-Disaster Recovery framework

#### During

- Call 911 if you see a fire or flames.
- Activate and follow your Emergency Operations Plan.
- Use your internal Emergency Management Alert System to communicate with staff, students and parents.
- Always follow instructions from your local emergency agencies (Fire and Law Enforcement).
- If trapped, call 911 and give your location, but be aware that emergency response could be delayed or impossible. Turn off HVAC and natural gas. Turn on lights to help rescuers find you if you have power. Fill sinks and tubs with water and keep windows and doors unlocked.
- Ensure you have a representative designated to be in contact with Cal OES (may be specific to your region) and your local EOC
- You might consider predesignating a representative to be an active member of the Recovery task force.



If your site is a designated shelter or evacuation point, follow the instructions of the organization or agency that is managing the site (ie: American Red Cross).

Follow the Cal/OSHA Protection from Wildfire Smoke regulation, Title 8, Section 5141.1 for use of N95 respirators. [https://www.dir.ca.gov/title8/5141\\_1.html](https://www.dir.ca.gov/title8/5141_1.html). and you can find resources on wildfire smoke safety in this Cal/OSHA link. <https://www.dir.ca.gov/dosh/Worker-Health-and-Safety-in-Wildfire-Regions.html>

Monitor the Air Quality Index (AQI) at [www.airnow.gov](http://www.airnow.gov) and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at [www.arb.ca.gov/capcoa/dismap.htm](http://www.arb.ca.gov/capcoa/dismap.htm)

Listen to EAS, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.

If you are not ordered to evacuate but smoky conditions exist, stay inside in a safe location or go to a location where smoke levels are lower, if possible.

Avoid vigorous activities outdoors and if travelling in a vehicle in the areas affected, close windows and make sure air is on “re-circulate” mode.

## **After**

Continue to follow your EOP Recovery Annex

Listen to authorities to find out when it is safe to return and whether water is safe to drink.

Avoid hot ash, charred trees, smoldering debris, and live embers. The ground may contain heat pockets that can burn you or spark another fire. Consider the danger to pets and livestock.

Avoid downed power lines.

Send text messages or use social media to reach out to family and friends. Phone systems are often busy following a disaster. Make calls only in emergencies.

For those that are part of the damage assessment team, ensure training on personal protective equipment (PPE) use is conducted.

Continue to monitor the Air Quality Index (AQI) at [www.airnow.gov](http://www.airnow.gov) and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at [www.arb.ca.gov/capcoa/dismap.htm](http://www.arb.ca.gov/capcoa/dismap.htm)

Contact your insurance company/insurance pool/JPA for assistance.

Document everything you do related to the fire. For more details on this process, refer to the IMReady FEMA document.

Wildfires dramatically change landscape and ground conditions, which can lead to increased risk of flooding due to heavy rains, flash flooding and mudflows. Flood risk remains significantly higher until vegetation is restored — up to 5 years after a wildfire.

Be prepared to provide emotional and wellbeing services and resources for students and staff.

Mental and physical fatigue are common in these situations .

<https://www.cdc.gov/disasters/wildfires/afterfire.html> and

<https://emergency.cdc.gov/coping/index.asp> and [www.NCTSN.org](http://www.NCTSN.org).

Any responsible person who observes a fire in the area outside of the District should immediately call 911 and notify the Incident Commander

The Incident Commander will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, On-Site Evacuation, or Off-Site Evacuation

The Incident Commander will call 911 (to verify – good redundancy) and provide the location and nature of the incident

The Incident Commander will act to prevent students from approaching the fire and keep routes open for emergency vehicles

The Incident Commander will work with responding emergency personnel to determine if District grounds are threatened by the fire, smoke, or other hazardous conditions

If the Incident Commander issues the On-Site Evacuation procedure, staff and students will evacuate the affected building(s) using pre-designated routes or other safe routes and convene at the Assembly Area

All District staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Incident Commander of any missing students

The Incident Commander should monitor local radio stations for emergency information.

The Incident Commander will notify the Senior Executive of the emergency situation

The office of the Senior Executive should work with the Office of Public Information and Communication to disseminate information

If necessary, the Incident Commander will notify the appropriate Transportation official to request transportation for staff and student evacuation

The Incident Commander will initiate Off-Site Evacuation procedures, as described in the Evacuation Annex, if warranted by changes in conditions

- In the event that students need to be released from the District site, refer to the Reunification Annex for reunification procedures

## Infectious Disease

### Purpose

The purpose of the Infectious Disease annex is to help equip our organization to be ready for the unexpected – before, during, and after an infectious disease outbreak.

**This annex does not replace the required Injury and Illness Prevention Program (IIPP) or other health and safety orders relevant to California Occupational Safety and Health Administration (Cal OSHA) or California Department of Public Health (CDPH) requirements.**



Following are two current and specific requirements:

- COVID-19 Safety Plan (CSP) – The CSP is outlined in the CDPH Guidance and Framework for K-12 schools dated January 14, 2021
- The COVID-19 Prevention Plan (CPP) – The CPP is a requirement of the Cal/OSHA COVID -19 Prevention emergency temporary standard.

Infectious diseases occur, often with little or no warning. Essentials that need to be considered include the following:

- EOPs may have to be activated with community partners if there is an infectious disease outbreak; Rapid evolution and dissemination of information about an infectious disease incident will likely require activation of the Communication Annex;
- Extensive absences may cause normal operations to close for days or weeks, calling for the activation of the Continuity of Operations (COOP) Annex;
- Depending on the disease, there may potentially be some deaths in the community; and, If handled poorly, community trust in our organization is likely to be shaken.

### Disease Sources

Infectious diseases are illnesses that are transmitted from one person to another through various routes. These infectious diseases can be viral, bacterial, or fungal. Some of the more common infectious diseases that may affect us are:

- *Gastroenteritis; norovirus; influenza; chicken pox; and hand, foot, and mouth, which are all caused by a viral infection,*
- *Bacterial infections* that can cause E. Coli, MRSA, and strep throat, and
- *Fungal infections*, like ringworm.

Influenza, one of the most common infectious diseases, is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

- It is a rare global outbreak which can affect populations around the world.
- It is caused by a new influenza virus to which people do not have immunity
- Depending upon the specific virus, it can cause more severe illness than regular flu

Influenza can affect young healthy people more so than older, sick people. The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to our organization and the community. Individual rooms, hallways or, if necessary, entire sites may be closed temporarily to contain spread of the virus.

While influenza is the most common infectious disease there are others that can greatly affect our operations, including reduction in work force size to levels that make it difficult to fulfill organizational or operational mission objectives. The “**Historical Information**” section of this annex identifies some of the major infectious diseases that have affected us in the near past.

## Rate of Spread

Infectious diseases may be categorized according to the rate at which they infect the population. The U.S. Centers for Disease Control and Prevention (CDC) categorizes the rate at which diseases are spread as a continuum from smallest to largest: case, outbreak, epidemic, and pandemic.

### Case

A case is defined as *an individual* with the disease.

### Outbreak

An outbreak is defined as a *localized*, as opposed to a generalized, epidemic. This term is also used synonymously with epidemic, and is sometimes the preferred word, as it may prevent sensationalism associated with the word epidemic.

### Epidemic

An epidemic is defined as the *occurrence of more cases of disease than expected* in a given area or among a specific group of people over a period.

### Pandemic

A pandemic is defined as an *epidemic occurring over a very wide area* (several countries or continents) and usually affecting a large proportion of the population.

## Situation and Assumptions

The World Health Organization (WHO) provides an influenza pandemic alert system, with a scale ranging from Phase 1 (a low risk of a flu pandemic) to Phase 6 (a full-blown pandemic). See Figure 1, below.

**Phase 1:** A virus in animals has caused no known infections in humans.

**Phase 2:** An animal flu virus has caused infection in humans.

**Phase 3:** Sporadic cases or small clusters of disease occur in humans. Human-to-human transmission, if any, is insufficient to cause community-level outbreaks.

**Phase 4:** The risk for a pandemic is greatly increased but not certain.

**Phase 5:** Spread of disease between humans is occurring in more than one country of one WHO region.

**Phase 6:** Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way.

**Figure 1: Infectious Disease Phases (WHO)**



## Concept of Operations

We monitor the following levels of activation for our EOP and Emergency Operations Center:

### **Level 3 (lowest level):**

This level implies that, with modest augmentation, the lead agency or program can address the primary needs of the response. In the United States, many small natural disasters or environmental responses fall into this activation level.

### **Level 2 (intermediate level):**

This level implies substantial augmentation is required for the lead agency or program to meet response requirements.

### **Level 1 (highest level):**

This level requires an agency wide response and often includes domestic and international partners. As an example, there have been five Level 1 activations since 2005: Hurricane Katrina (2005), influenza A (H1N1) pandemic (2009–10), Ebola virus disease outbreak (2014–2016), Zika virus outbreak (2016–2017), and Coronavirus Disease 2019 (2019-2022?).

## Continuity of Operations (Annex Specific)

### Important Notice

Occupational Health and Safety standards impose additional requirements on employers to protect employees from airborne infectious diseases like COVID-19 and pathogens transmitted by aerosols. Under section 3203 of California’s general industry safety regulations, employers must establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards. Employers are required to determine if the infectious disease is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from federal, state and local guidelines. It is the employer’s responsibility to maintain a current and relevant IIPP.

All staff are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by our Emergency Operations Center. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by our Emergency Operations Center to assist in limiting the spread of influenza at the primary and alternate worksites.

Within the workplace, social distancing measures could take the form of:

- Modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines);
- Establishing flexible work hours or worksite, (e.g., telecommuting);
- Promoting social distancing between employees and those with whom they interact to maintain six-foot spatial separation between individuals; and
- Implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

Frequent, daily contact is important to keep our employees informed about developments in our response, impacts on the workforce, and to reassure employees that we are continuing to function as usual.

When necessary, our planners and pandemic response teams will include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.

- Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness.
- Monitor and periodically test protection methods.
- Track and implement changes in approved or recommended protection measures.
- Pre-position material and equipment onsite.
- Ensure essential personnel are at the primary worksite.
- Reaffirm that essential suppliers have their material and personnel on-hand and can respond, and support as planned.

Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

## Organization and Assignment of Responsibilities

We utilize the Standardized Emergency Management System (SEMS) which incorporates the Incident Command System (ICS) as the method of managing a crisis or event until operations return to “normal.” This includes activation, when necessary, of incident command posts and the activation of our EOC.

## Plan Development

During the health crisis it is vital that we capture lessons learned and alternative practices to our operations as they occur

Maintain a central depository for this information to use it following the crisis to update this annex and our EOP in general

It is our intent to review our EOP and annexes at least annually and update as necessary to maintain a best-practices EOP

We will share this annex periodically with our Health partners to ensure it has captured the most current trends and practices

## Authorities and References

In the United States, the responsibility for public health rests primarily with city or county and state public health agencies. All states and many large counties and cities have their own public health departments. Although many public health investigations are conducted with local resources, a city, county, or state health department can request field epidemiologic or laboratory assistance from the next higher-level public health agency in response to a large or complex outbreak or problem that requires additional staff, expertise, or other resources.

In the United States, the Centers for Disease Control and Prevention (CDC) is the highest-level public health agency. Federal prisons, military bases, and tribal reservations have their own independent health systems but also can request assistance from CDC. Globally, countries can request assistance for field investigations from the World Health Organization, which coordinates with its members for needed resources. The Centers for Disease Control and Prevention (cdc.gov) contains the most current and relevant information on specific exposures and the appropriate practices and protocols.

## Incident Command Actions

### Before

One of the best things to do prior to an infectious disease incident is to identify, collect, and maintain current and relevant contact information of organizations and agencies that will be important to our ongoing operations. These should include local, state, and federal public health jurisdictions such as:

Your local health department contact

(Searchable database <https://www.naccho.org/membership/lhd-directory>)

California Department of Public Health – <https://www.cdph.ca.gov/>  
Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/>

Building and maintaining relationships with local health officials cannot be over emphasized. This effort before an infectious disease outbreak will prove invaluable as we seek support and guidance in maintaining, shutting down, and resuming operations.

In addition to this practice it is important to identify and document operational norms and standards that you maintain on an ongoing basis. These records will greatly help you resume operations following a major infectious disease event.

### **During**

We activate our Emergency Operations Plan at a level sufficient to stay ahead of issues as much as possible including the activation of:

- Communication annex
- Continuity of Operations Plan (COOP) annex

Additional actions include:

- Maintain contact with our local Health Department and coordinate our actions based upon their recommendations
- Collect preventive informational flyers and documents and disseminate to staff and/or students, as relevant
- Activate heightened surveillance of illness within our sites. Gather data on symptoms of all students and/or staff who are sick at home.
- Insure those who are ill stay home
- Send the sick home immediately
- Provide fact sheets and guidelines for families to make them aware of symptoms and remind them of respiratory hygiene etiquette
- Monitor bulletins and alerts from the Department of Health and Human Services
- Keep staff and students informed of developing issues
- Assist the Department of Health and Human Services in monitoring outbreaks
- Respond to media inquiries regarding organization attendance status
- Implement telework procedures, if necessary, so that staff can stay home
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community

### **After**

As with any major crisis or incident the major goal of our institution is to get things back to “normal.” This means restoration of our primary operations back to pre-incident or event levels. This is most effectively accomplished when there are accurate and well-maintained records and practices in place that help us on this recovery journey. Following are key concepts and actions that should be considered in getting back to “normal.”



## COVID-19 Specific Guidance

The source of information contained in this portion of the Infectious Disease annex is located on the Center for Disease Control and Prevention (CDC) website, in the Covid-19 section at:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

### Primary Symptoms

- fever
- dry cough
- shortness of breath
- fatigue
- Newly acquired loss of taste or smell

### Preventative Measures

- Vaccines are available. Consider getting vaccinated.



- Wear face Coverings
- Avoid close contact and maintain Social Distancing (approximately 6 feet apart)

The CDC has posters available for our use. See “**Stop the Spread of Germs**” poster in Figure 2 as an example.

- Know How It Spreads
- Wash Your Hands Often
- Avoid Close Contact (Social distancing)
- Wear Face Coverings
- Clean And Disinfect
- Monitor Your Health Daily

### Know How It Spreads

There are now vaccines available to help prevent coronavirus disease 2019 (COVID-19) and its variants. The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## **Wash Your Hands Often**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. It's especially important to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your cloth face covering
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

## **Avoid touching your eyes, nose, and mouth with unwashed hands.**

### **Avoid Close Contact**

#### **Inside your home:**

- Avoid close contact with people who are sick.
- If possible, maintain 6 feet between the person who is sick and other household members.

#### **Outside your home:**

- Put 6 feet of distance between yourself and people who don't live in your household.
- Remember that some people without symptoms may be able to spread virus.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Wear Face Coverings**

- Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a facemask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.

Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Clean And Disinfect**

Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

### **Monitor Your Health Daily**

Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. This is especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.

**Take your temperature** if symptoms develop.

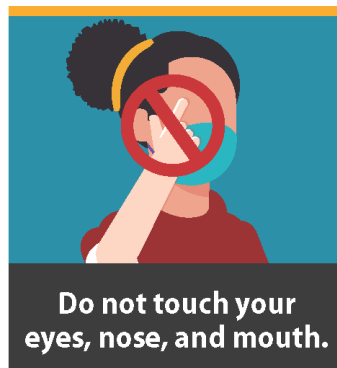
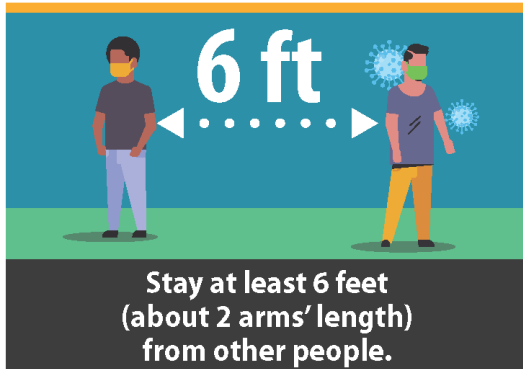
Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

Follow CDC guidance if symptoms develop.

Figure 2: Stop the Spread of Germs

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Historical Information

This timeline captures the last century, to date. See Figure 3, following.

### **1918: H1N1 flu**

H1N1 is a strain of flu that still circulates the globe annually.

### **1921-1925: Diphtheria epidemic**

Diphtheria peaked in 1921, with 206,000 cases. It causes swelling of the mucous membranes, including in your throat, that can obstruct breathing and swallowing.

### **1916-1955: The peak of polio**

Polio is a viral disease that affects the nervous system, causing paralysis. It spreads through direct contact with people who have the infection.

### **1957: H2N2 flu**

A major flu outbreak occurred again in 1957. The H2N2 virus, which originated in birds, was first reported in Singapore in February 1957, then in Hong Kong in April 1957.

### **1981-1991: Second measles outbreak**

Measles is a virus that causes fever, runny nose, cough, red eyes, and sore throat, and later a rash that spreads over the whole body.

### **1993: Contaminated water in Milwaukee**

One of Milwaukee's two water treatment plants became contaminated with cryptosporidium, a parasite that causes the cryptosporidiosis infection. Symptoms include dehydration, fever, stomach cramps, and diarrhea.

### **2009: H1N1 flu**

In the spring of 2009, the H1N1 virus was detected in the United States and spread quickly across the country and the world. This outbreak made headlines as the swine flu.

### **2010, 2014: Whooping cough**

Pertussis, known as whooping cough, is highly contagious and one of the most commonly occurring diseases in the United States. These coughing attacks can last for months.

### **1980s to present: HIV and AIDS**

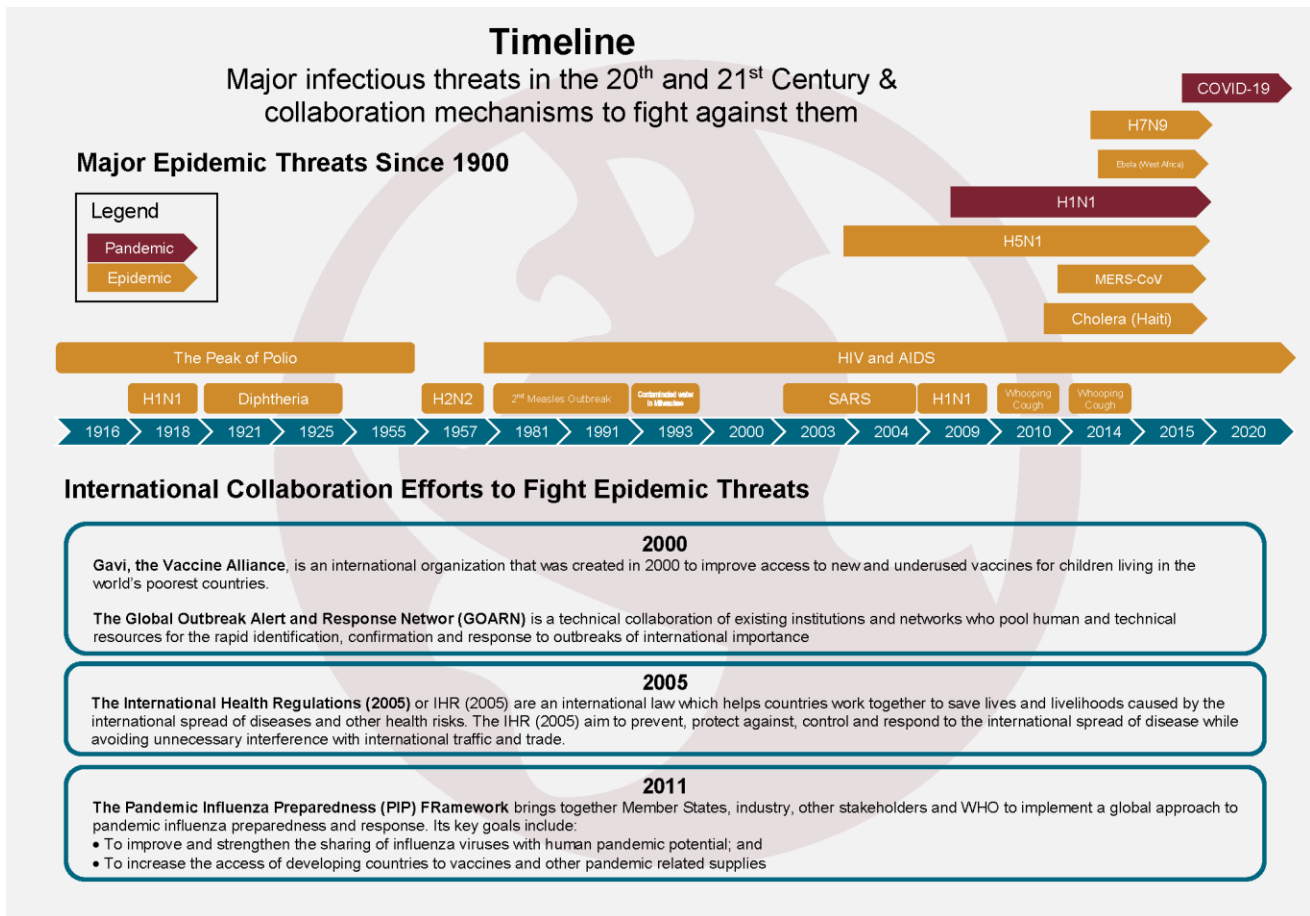
First documented in 1981, the epidemic known today as HIV appeared to be a rare lung infection. Now we know that HIV damages the body's immune system and compromises its ability to fight off

infections. AIDS is the final stage of HIV and, according to the CDC, in 2018 it was the 9th leading cause of death in the United States among people 25 to 34 years old. Just because a person gets HIV doesn't mean they'll develop AIDS.

### **2020: COVID-19**

The SARS-CoV-2 virus, a type of coronavirus that causes the disease COVID-19, was first detected in Wuhan City, Hubei Province, China in late 2019. It seems to spread easily and sustainably in the community. Cases have been reported all over the world, and as of late May 2020, there were over 1.5 million cases and over 100,000 deaths in the United States.

**Figure 3: Infectious Disease Timeline - 21<sup>st</sup> Century**



## Power and Utility Failure

Extended power outages may impact the whole community and the economy. A power outage is when the electrical power goes out unexpectedly. A power outage may:

- Disrupt communications, water, and transportation
- Close retail businesses, grocery stores, gas stations, ATMs, banks, and other services
- Cause food spoilage and water contamination
- Prevent use of medical devices



### Protect Students And Staff During A Power Outage

- Keep freezers and refrigerators closed
- Only use generators outdoors and away from windows or air intakes
- Do not use gas appliances for heating
- Disconnect appliances and electronics to avoid damage from electrical surges
- Have alternate plans for refrigerating medicines or using power-dependent medical devices
- If safe, go to an alternate location for heat or cooling

### Electrical Systems

The M&O Department should identify the location of all electrical main and subpanels throughout the site

- Use a clean and clear site map of each site and label the map “Electrical Systems Field Operations Guide” (known as the Electrical Systems FOG)
- Indicate the locations of the main electrical shut-off and each sub-panel main shut-off in the Electrical Systems FOG
- Include a photo of each panel and label the photos corresponding to the panel numbers
- If panels do not have a numeric identifier, consider adding that at all panel locations
- Label the site main and subpanel main shut-off for each panel so as to minimize confusion
- Laminate or plastic-protect the Electrical Systems FOG and provide to designated and trained employee(s) who will be responsible for emergency shutdown and restoration following an electrical failure

### Backup Supplies and Other Resources

- Identify all of the items needed that rely on electricity
- Identify and have emergency plans for students or staff relying upon medical devices powered by electricity and refrigerated medicines
- Find out how long medication can be stored at higher temperatures and get specific guidance for any medications that are critical for life



- Plan for batteries and other alternatives to meet our needs when the power goes out
- Sign up for local alerts and warning systems. Monitor weather reports
- Ensure that any carbon monoxide detectors are in working order and that battery backups are available
- Determine whether the phone system will work in a power outage and how long battery backup will last
- Review the supplies that are available in case of a power outage
- Have flashlights with extra batteries available for individual rooms or offices without exterior light sources
- Maintain an inventory of nonperishable food and water
- Regularly check the thermometer in the refrigerator and freezer so that we can know the temperature when the power is restored. Throw out food if the temperature is 40 degrees or higher
- Keep mobile phones and other electric equipment charged and gas tanks full

## Survive During

When power goes out, a trained and responsible employee should:

- Keep freezers and refrigerators closed. The refrigerator will keep food cold for about four hours. A full freezer will keep the temperature for about 48 hours. Use coolers with ice if necessary.
- Monitor temperatures with a thermometer.
- Maintain food supplies that do not require refrigeration
- Avoid carbon monoxide poisoning. Generators and any fuel or gas-powered devices should always be used outdoors and at least 20 feet away from windows
- Turn off or disconnect all appliances, equipment, or electronics. Power may return with momentary “surges” or “spikes” that can cause damage

## Power Restoration

- When in doubt, throw it out! Throw away any food that has been exposed to temperatures 40 degrees or higher for two hours or more, or that has an unusual odor, color, or texture
- If the power is out for more than a day, discard any medication that should be refrigerated, unless the drug’s label says otherwise. If a life depends on the refrigerated drugs, consult a doctor or pharmacist and use medicine only until a new supply is available

## Severe Weather

### Purpose

The State of California is vulnerable to a variety of severe weather hazards. This incident annex addresses the hazards associated with severe weather. When severe weather occurs, the impacts can be devastating and may affect isolated locations or multiple jurisdictions simultaneously.



When the impacts exceed the capabilities of local jurisdictions, the State must respond in a prompt, organized, and efficient manner to save lives, mitigate property damage, and restore a sense of normalcy to the community. This response is coordinated through the Governor’s Office of Emergency Services (OES) in concert with local, state, Federal, volunteer, and private sector partners.

### Situation and Assumptions

#### El Niño

During El Niño, trade winds weaken. Warm water is pushed back east, toward the west coast of the Americas. El Niño means Little Boy in Spanish. South American fishermen first noticed periods of unusually warm water in the Pacific Ocean in the 1600s. The full name they used was El Niño de Navidad because El Niño typically peaks around December.

El Niño can affect our weather significantly. The warmer waters cause the Pacific jet stream to move south of its neutral position. With this shift, areas in the northern U.S. and Canada are dryer and warmer than usual. But in the U.S. Gulf Coast and Southeast, these periods are wetter than usual and have increased flooding.

#### Hail

Hail is considered severe when it reaches 1 inch in diameter. Hail can reach sizes much larger than the severe threshold size. Hail causes close to \$1 billion in damage to property and crops each year in the U.S. While property is typically at greatest risk for hail damage, the National Oceanic and Atmospheric Administration (NOAA) estimate that 24 people are injured from hail each year.

#### Thunderstorms

The National Weather Service (NWS) defines a severe thunderstorm as any storm that produces one or more of the following: a tornado, damaging wind speeds of 58 mph (50 knots) or greater, and/or hail 1 inch in diameter or larger.

## Continuity of Operations (Annex Specific)

The goal of emergency management is to restore operations of any organization back to its primary purpose, or “normal.” In some cases, restoration of operations may have to be a new normal.

## Organization and Assignment of Responsibilities

This organization follows SEMS/NIMS requirements, specifically incorporating the Incident Command System into emergency and incident operations.

## Plan Development

This annex was selected for inclusion in this Emergency Operations Plan (EOP) following best practices Hazard/Threat Analysis and is reviewed annually for currency and applicability.

- Severe weather-related hazards can occur at any time throughout the year
- Local jurisdictions adversely affected by severe weather may declare local State of Emergency upon being affected
- Local jurisdictions adversely affected by severe weather may use mutual aid agreements as part of their response to the disaster
- Local jurisdictions affected by severe weather may request resources from the State as the situation evolves

## Authorities and References

[Center for Disease Control - Natural Disasters and Severe Weather](#)

[National Weather Service – Severe Weather Awareness](#)

[Ready.Gov – Severe Weather](#)

## Incident Command Actions

For predictable severe weather, such as excessive rain, wind, and/or snow, the following should be included in your procedures:

### Before

- Review your current Emergency Operations Plan (EOP) and make sure it is up to date with current best practices
- Monitor weather via reliable weather sources, such as NWS
- Have stored rain gear or have material that could be used for rain protection, such as plastic bags with head and arm cutouts
- Have enough food and water available for your site (typically a gallon of water, per day, for everyone)
- Access to sand and sandbags at a convenient location
- Make sure there are no outstanding work orders from any earlier storm damage

- Make sure all gutters, roof drains, downspouts, and catch basins are free and clear of any debris that might block normal water flow
- Be prepared for use of substitute employees and for working custodians extra hours, as needed
- If sites have generators, make sure they are currently operational and appropriately ready to run
- Revise and/or prepare for parent communications about probable event
- Consider cancelling all field trips
- Trim trees and remove dead limbs or trees
- Name and verify possible evacuation sites
- Obtain a large map of the geographical area of your district that shows streets and utilities

### During

- Start an activity log of the event (use the ICS 214 log for this purpose)
- Follow your student dismissal protocol
- Make sure you have copies of first taken attendance of the day and have proper staff double check to make sure all persons are accounted for
- Follow staff dismissal protocol
- Follow your emergency operations plan
- Provide damage control to minimize or mitigate property damage or loss
- Be prepared for possible power outage
- Monitor issues happening in your community

### After

- Conduct debris and mud clean up (use your property insurance provider for aid)
- Figure out classroom availability and possible alternate classroom locations for damaged and unavailable classrooms
- Conduct inspection of sites and seal off damaged areas from access by site seers
- Be prepared for mold inspections and remediation of possible mold damaged areas
- Collect and complete all documentation, including logs, pictures taken, damage assessments, etc.
- Accounting for all overtime performed
- Have returning staff check in time and make sure they are individually managing personal impacts caused by the event
- Prepare staff to collaborate with returning students and their families (may need crisis counseling referrals)
- Report any injuries to workers' compensation (risk management)
- Keep staff well informed of all progress and any concerns

# Tsunami

## Purpose

The purpose of this annex is two-fold. The first priority is to save lives through Tsunami awareness training and preparedness which equips us to know what to do, whether we have plenty of advance warning or little to no warning. The second priority is to equip us to provide shelter and support for those communities who may be directly affected by a Tsunami. This annex will provide an overview and will include resources you can use to be better prepared.



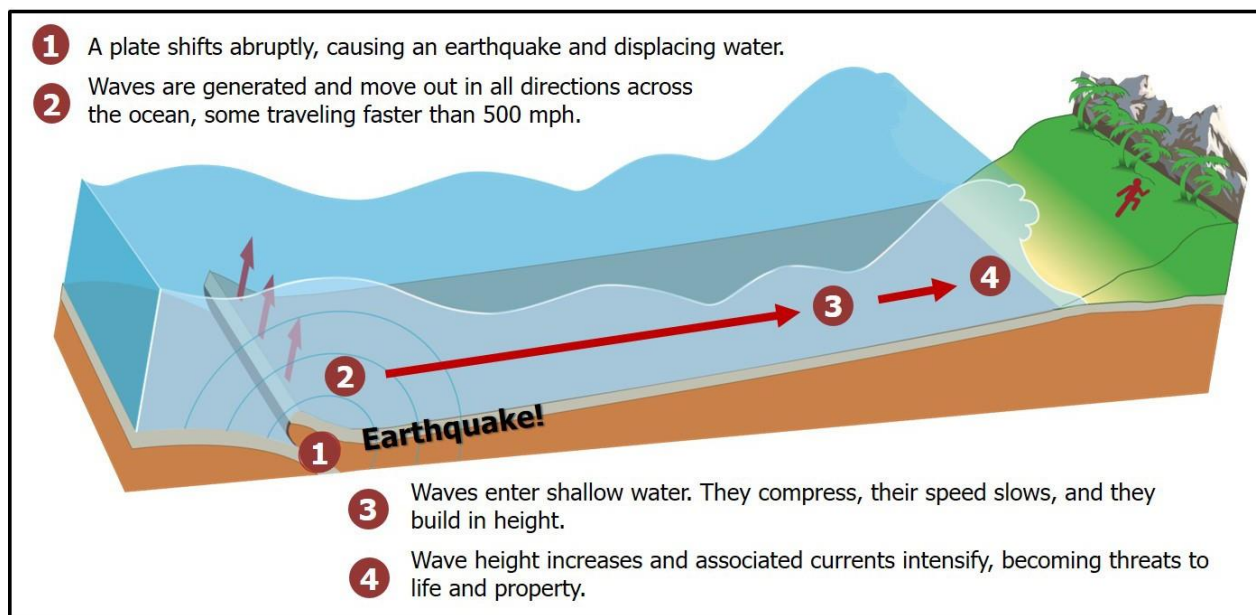
## Situation and Assumptions

A tsunami is one of nature’s most powerful and destructive forces. It’s a series (more than one) of extremely long waves caused by a large and sudden displacement of the ocean (after an earthquake, for example). A tsunami radiates outward in all directions from its source and can move across entire oceans in less than a day.

The speed of a tsunami depends on the depth of the water it’s traveling through. The deeper the water, the faster the tsunami. In the deep ocean, tsunamis are barely noticeable, but they can move as fast as a jet plane, over 500 mph. As they enter shallow water near land, they slow to approximately 20 or 30 mph, which is still faster than a person can run.

As they slow down, tsunamis grow in height. In extreme cases, they can exceed 100 feet when they strike near their source. Large tsunamis can flood low-lying coastal areas more than a mile inland.

Text and image credit: NHMP Tsunami Information Guide, 2019



Large image:

Modified from The orphan tsunami of 1700—Japanese clues to a parent earthquake in North America, 1st edition, USGS Professional Paper 1707, by B. F. Atwater and others.

We provide appropriate training to our staff, students, and volunteers, as necessary, to keep them informed of actions and roles that may be needed in a Tsunami incident. Coastal inundation and evacuation maps are provided for our area, and may include adjacent areas and counties. They are sorted, alphabetically, first by County, then by area.

## Continuity of Operations (Annex Specific)

### Tsunami Categories

A tsunami can be categorized as local, regional, or Pacific-wide. Those terms describe the potential destruction relative to the tsunami source area.

**Local (near-source)** tsunamis occur soon after the generating event and allow little time for warning and evacuations. Their impact may be large, but in a limited area. For example, in 1958, waves from a local tsunami in Lituya, Alaska ran up 485 meters, but destruction was focused on a small area.

**Regional (intermediate)** tsunamis are by far the most common. Destruction may be limited because the energy released was not sufficient to generate a destructive Pacific-wide tsunami, or because the source area limited the destructive potential of the tsunami. These events can occur within 15 minutes to 2 hours after the generating event. Areas affected by the tsunamis may not have felt the generating event.

**Pacific-wide (distant source)** tsunamis are much less frequent, but have a far greater destructive potential. The waves are not only larger initially, but they subject distant coastal areas to their destructive impact as they cross the Pacific basin. For example, the Chilean tsunami of May 22, 1960, spread death and destruction across the Pacific from Chile to Hawaii, Japan, and the Philippines. These events may have long lead times (up to 6 hours), but the breadth of the destruction is wide.

## Organization and Assignment of Responsibilities

We utilize the Incident Command System following SEMS/NIMS guidelines for all hazards and threats. For further detail refer to the “Purpose,” “Objectives,” and “Scope” of this EOP found in the Basic Plan section.

## Plan Development

Each site lying within areas identified in the Inundation and Evacuation Maps section of this annex should pre-identify evacuation routes and locations to reassemble following a Tsunami event.

## Authorities and References

### IF YOU ARE UNDER A TSUNAMI WARNING:

- First, protect yourself from an Earthquake. Drop, Cover, then Hold On.
- Get to high ground as far inland as possible.
- Be alert to signs of a tsunami, such as a sudden rise or draining of ocean waters.
- Listen to emergency information and alerts.

- Evacuate: DO NOT wait! Leave as soon as you see any natural signs of a tsunami or receive an official tsunami warning.

## Incident Command Actions

### Before

- If your site is near a coastal area, learn about the risk of tsunami in the area
- Consult your County EOC to integrate your planning with theirs
- If you are new to the area, ask about community plans
- Learn the signs of a potential tsunami, such as an earthquake, a loud roar from the ocean, or unusual ocean behavior, such as a sudden rise or wall of water or sudden draining of water showing the ocean floor
- Know and practice our community evacuation plans and map out your routes from school, home, and play
- Pick shelters 100 feet or more above sea level, or at least one mile inland. Other schools and/or school districts may be willing to enter into a memorandum of understanding with your district
- Create a family emergency communication plan that has an out-of-state contact. Plan where to meet if you get separated
- Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts

### During

- If you are in a tsunami area and there is an earthquake, first protect yourself from the earthquake. Drop, Cover, and Hold On. Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops
- When the shaking stops, if there are natural signs or official warnings of a tsunami, then move immediately to a safe place as high and as far inland as possible. Listen to the authorities, but do not wait for tsunami warnings and evacuation orders.
- If you are outside of the tsunami hazard zone and receive a warning, then stay where you are unless told otherwise by your organization management or other authorities.
- Leave immediately if you are told to do so. Evacuation routes are often marked by a wave with an arrow in the direction of higher ground.
- If you are in the water, then grab onto something that floats, such as a raft, tree trunk, or door.
- If you are in a boat, then face the direction of the waves and head out to sea. If you are in a harbor, then go inland.



### After

- Listen to local alerts and authorities for information on areas to avoid and shelter locations.
- Avoid wading in floodwater, which can contain dangerous debris. Water may be deeper than it appears.
- Be aware of the risk of electrocution. Underground or downed power lines can electrically charge water. Do not touch electrical equipment if it is wet or if you are standing in water.
- Stay away from damaged buildings, roads, and bridges.



- Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messages or social media to communicate with family and friends

## Tsunami Warnings

### Del Norte County Office of Emergency Services

#### Del Norte Community Alert System - Register

<https://member.everbridge.net/index/892807736723128#/signup>

#### Del Norte Community Alert System – Update Your Information

<https://member.everbridge.net/892807736723128/login>

### Humboldt County Office of Emergency Services (OES)

#### Humboldt Alert – Register

<https://member.everbridge.net/index/453003085616405#/signup>

#### Humboldt Alert – Update Your Information

<https://member.everbridge.net/453003085616405/login>

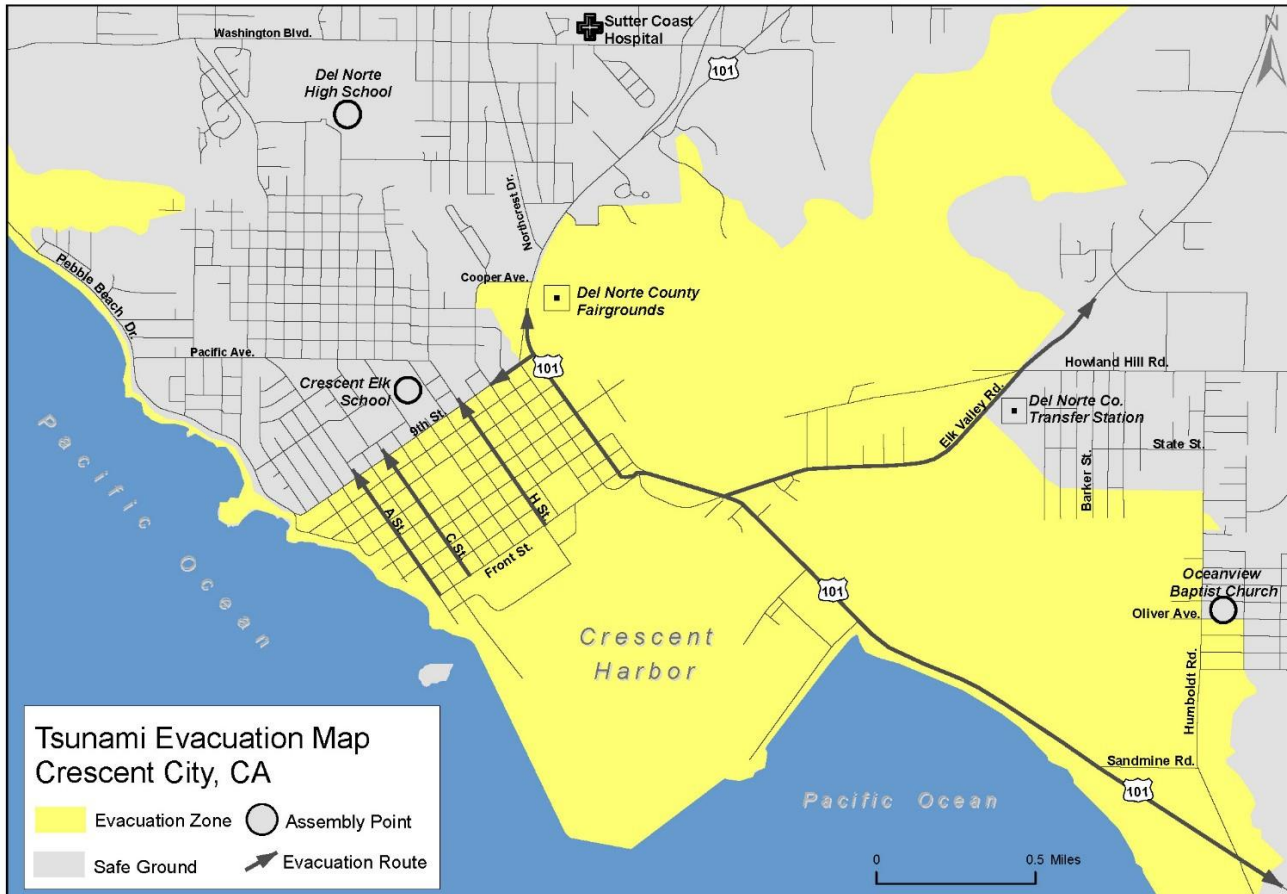
### Federal and International Warning Systems

#### NOAA / National Weather Service – U.S. Tsunami Warning System

<https://ntwc.ncep.noaa.gov/>

## Inundation and Evacuation Maps - Del Norte County

### Crescent City



Note: This evacuation map is based on the State of California inundation projections and the best currently available scientific information. It is intended for emergency planning purposes only. This map may be revised as new information becomes available.



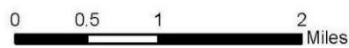
Klamath

Klamath Tsunami Evacuation Zone



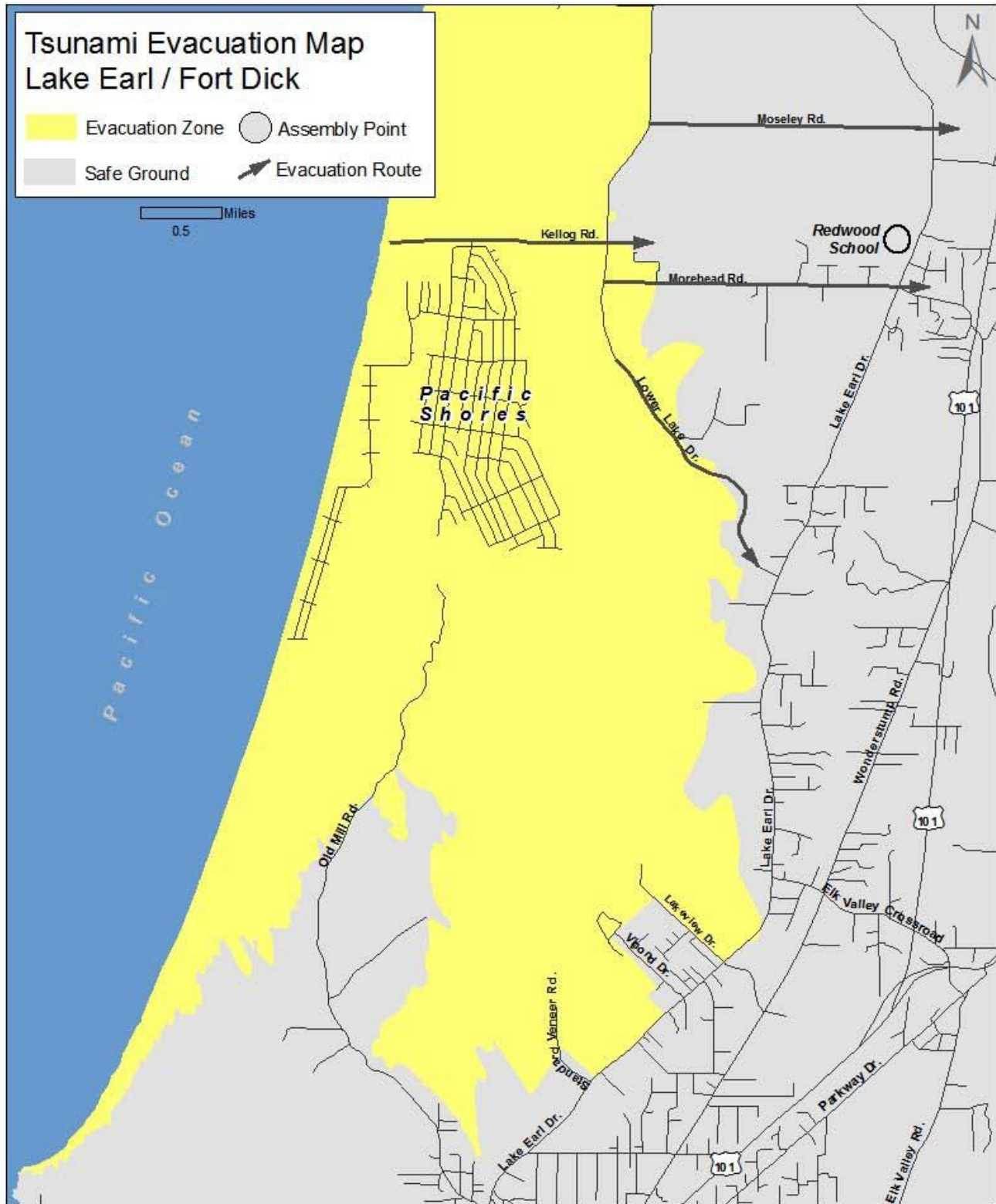
Legend

- Yurok Roads
- Tsunami Evacuation Zone
- Bodies of Water
- Safe Areas



Map Creator: Yurok Tribe Emergency Services  
 Date: February 2010  
 Sources: Yurok Tribe Land Management & The National Weather Service

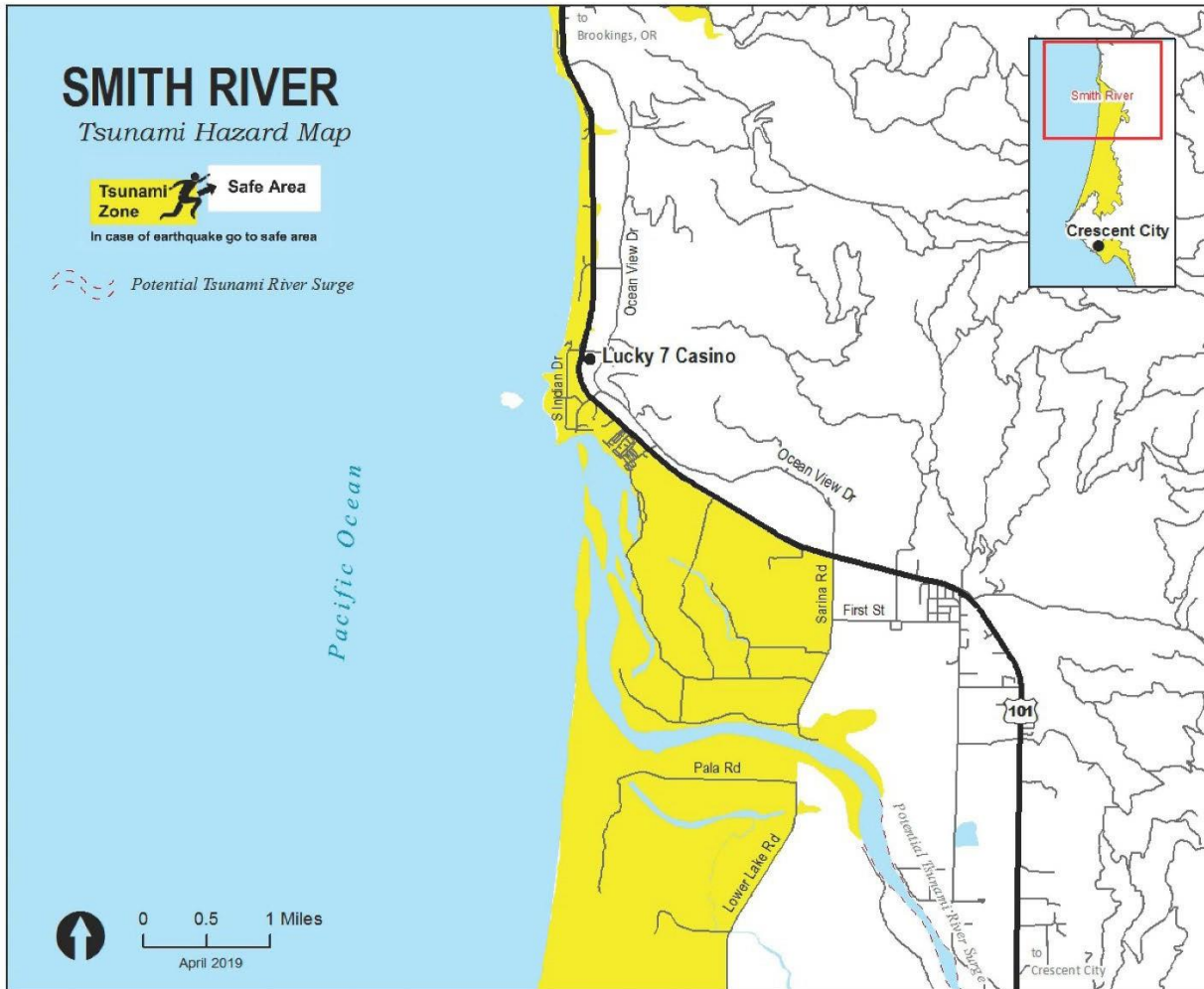
### Lake Earl/Fort Dick



Note: This evacuation map is based on the State of California inundation projections and the best currently available scientific information. It is intended for emergency planning purposes only. This map may be revised as new information becomes available.



## Smith River



**This map is to help you protect yourself from the worst-case tsunami expected along our coast.** It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be

changed or updated as additional scientific information becomes available. It includes no information about the probability of a tsunami hitting our area and does not reflect how an actual tsunami may impact the region. **It is intended to support tsunami evacuation planning and should not be used for any other purposes.**

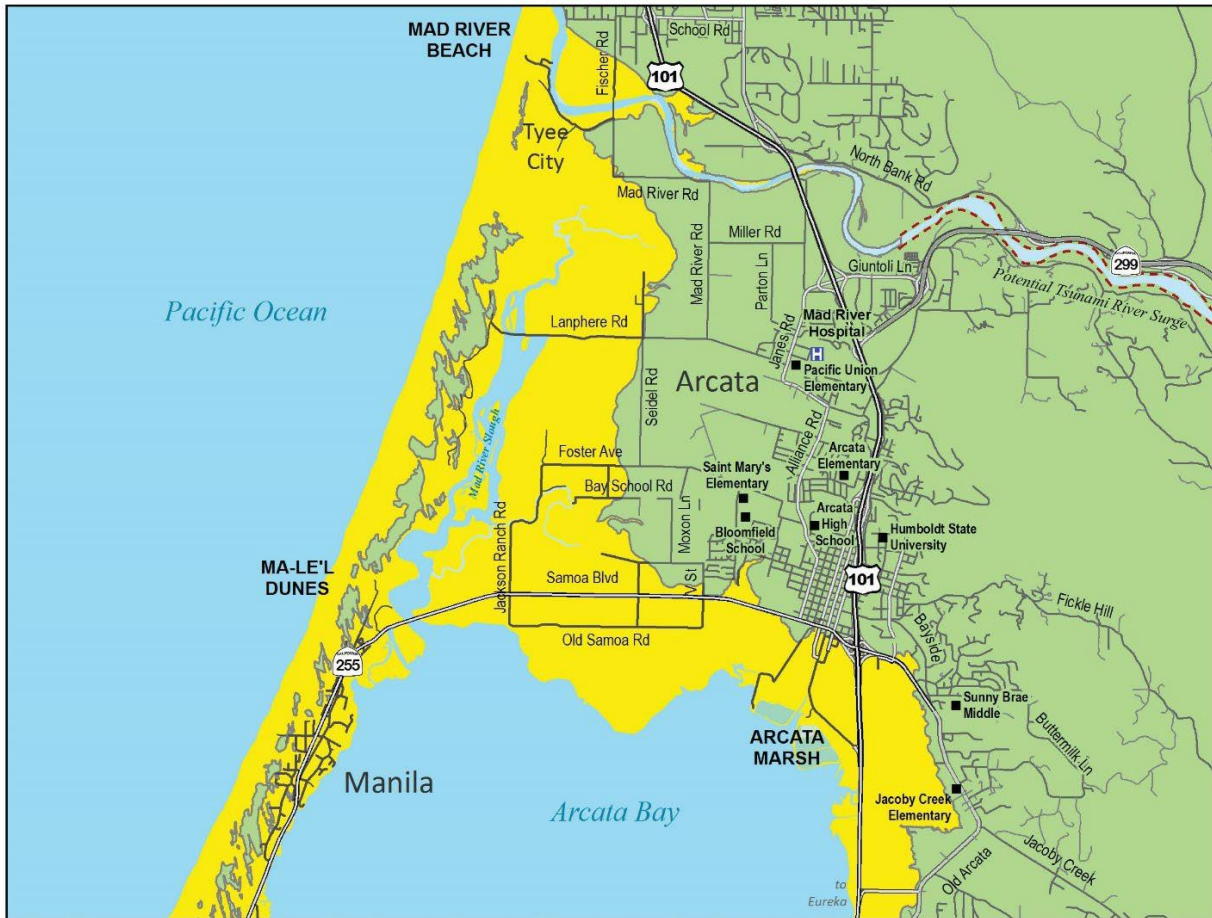
# Humboldt County

## Humboldt Regional



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Arcata



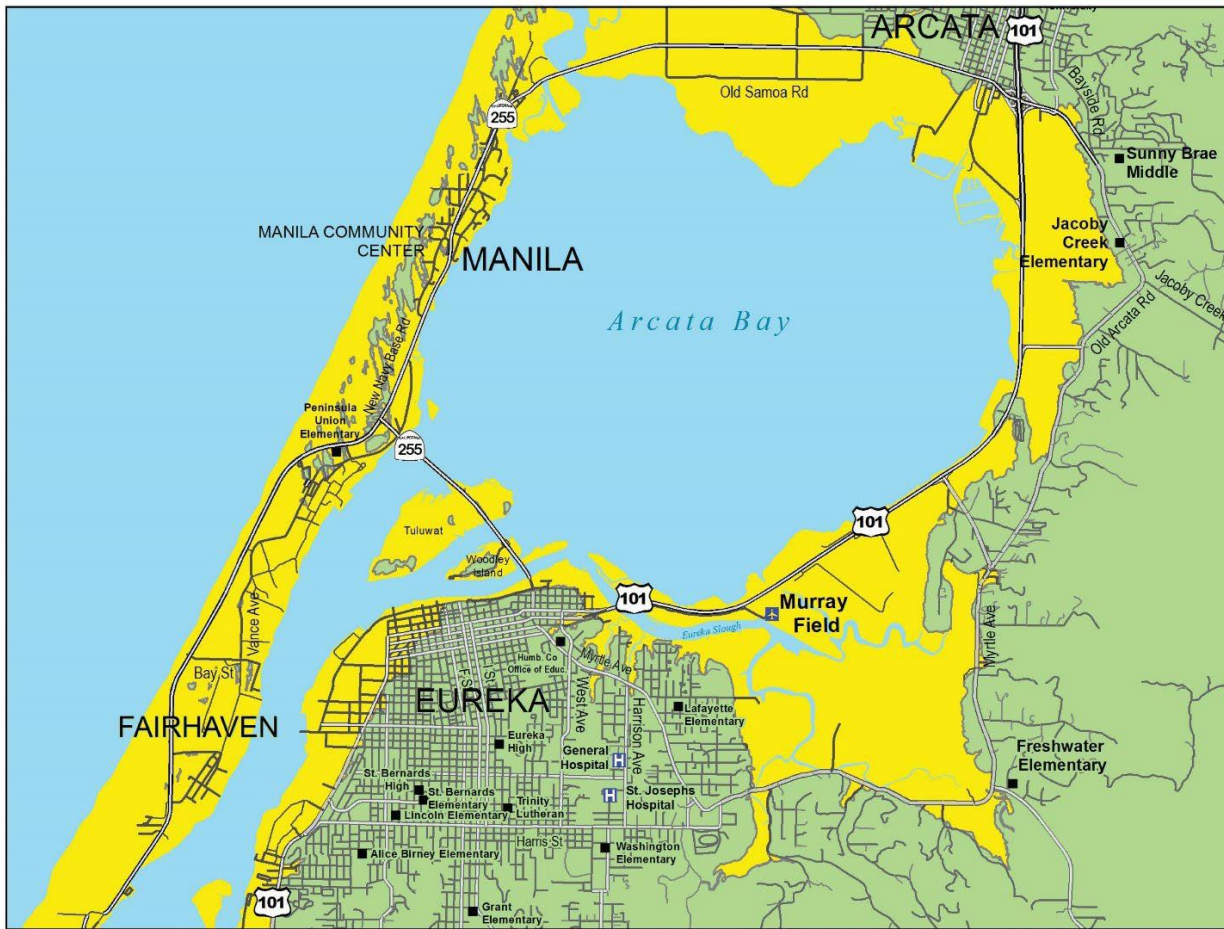
**ARCATA**  
 Tsunami Hazard Map



This map is to help you protect yourself from the worst-case tsunami expected along our coast. It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be changed or updated as


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### Arcata Bay



**ARCATA BAY**  
*Tsunami Hazard Map*

**Tsunami Zone**  **Safe Area**  
If you feel an earthquake, go to safe area

 0 1 Miles  
August 2020

This map is to help you protect yourself from the worst-case tsunami expected along our coast. It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be changed or updated as

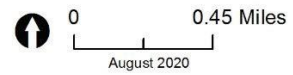
additional scientific information becomes available. It includes no information about the probability of a tsunami hitting our area and does not reflect how an actual tsunami may impact the region. It is intended to support tsunami evacuation planning and should not be used for any other purposes.



## Big Lagoon



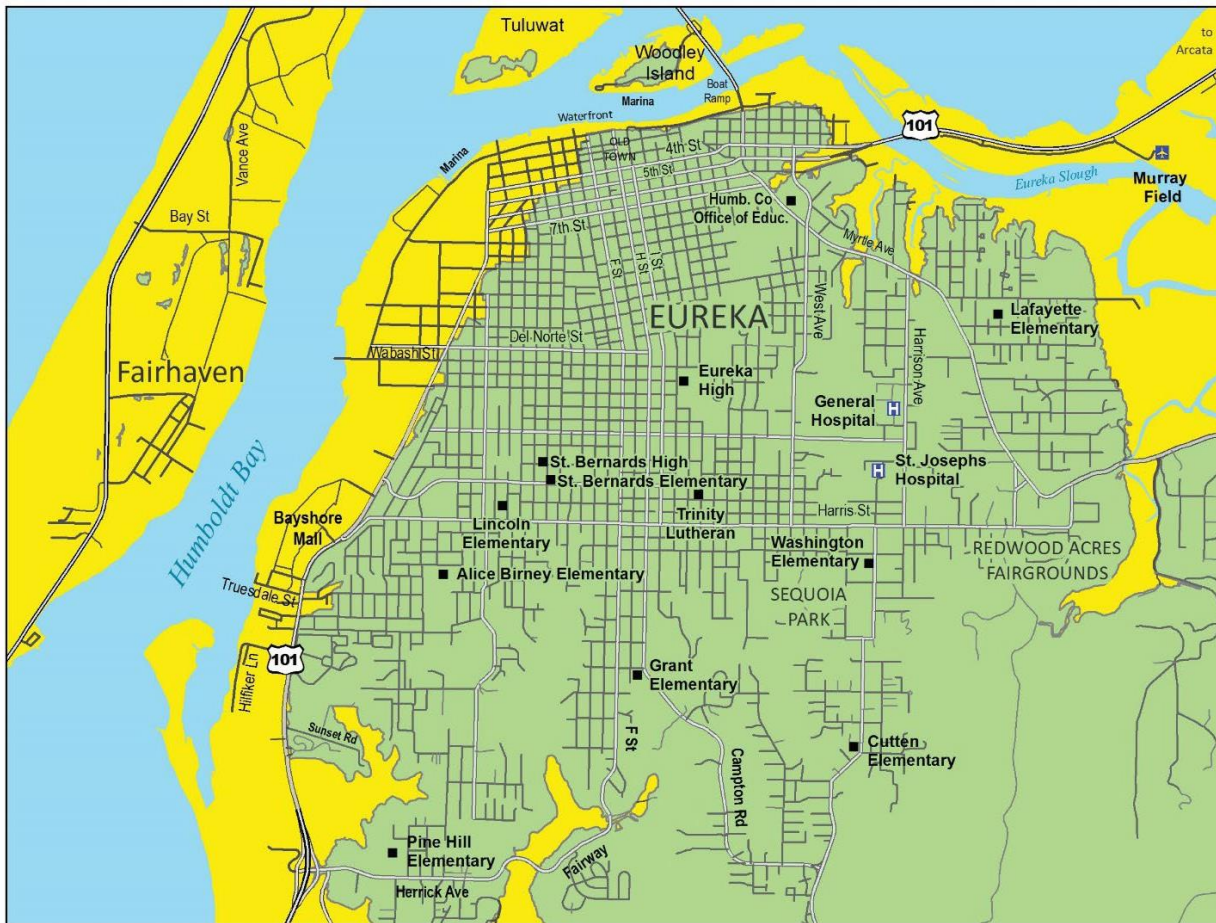
**BIG LAGOON**  
*Tsunami Hazard Map*



**This map is to help you protect yourself from the worst-case tsunami expected along our coast.** It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be changed or updated as

additional scientific information becomes available. It includes no information about the probability of a tsunami hitting our area and does not reflect how an actual tsunami may impact the region. **It is intended to support tsunami evacuation planning and should not be used for any other purposes.**

Eureka



**EUREKA**  
 Tsunami Hazard Map

Tsunami Zone
Safe Area

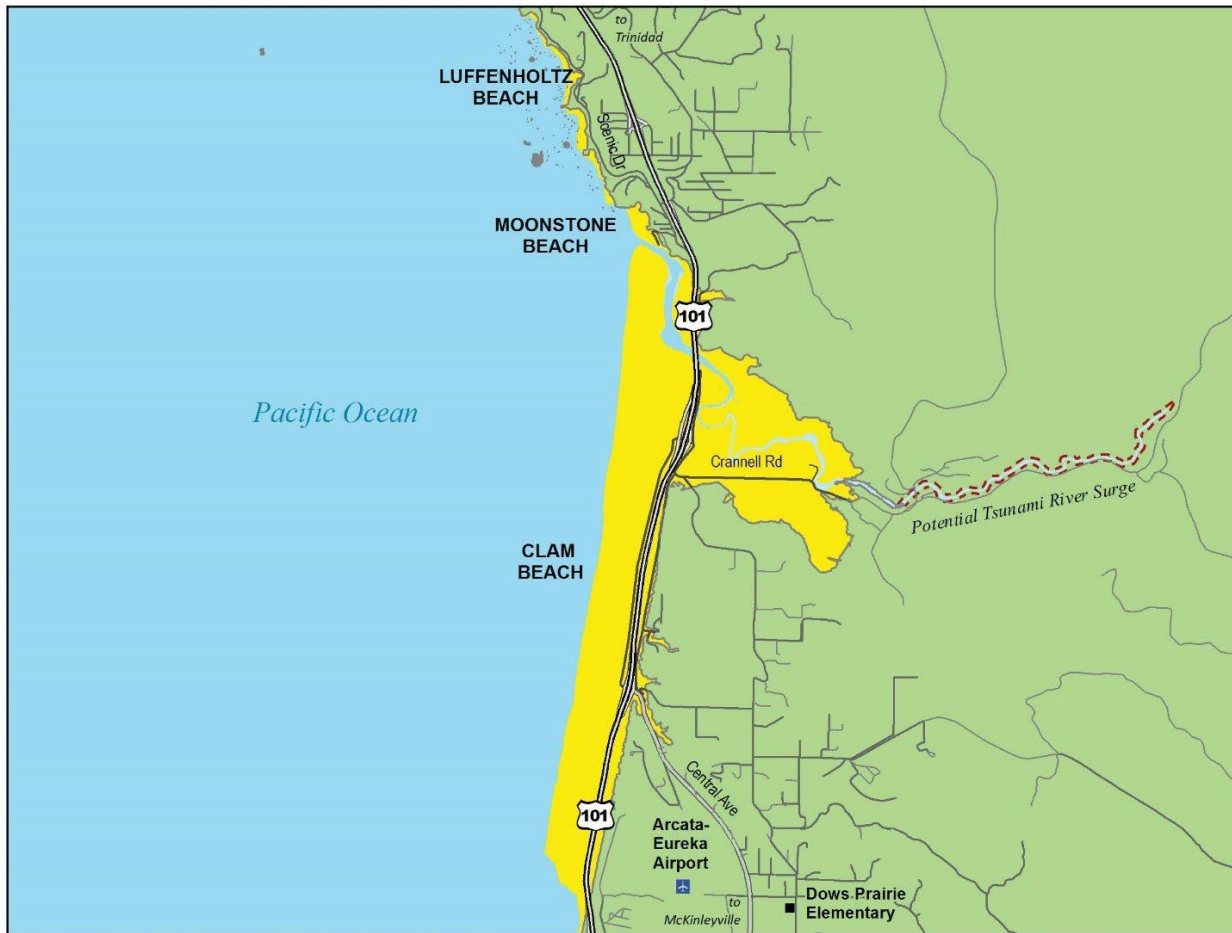
If you feel an earthquake, go to safe area

0 0.6 Miles  
August 2020

This map is to help you protect yourself from the worst-case tsunami expected along our coast. It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be changed or updated as

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### Moonstone & Clam Beach



### MOONSTONE & CLAM BEACH Tsunami Hazard Map

**Tsunami Zone** → **Safe Area**  
If you feel an earthquake, go to safe area

0 0.75 Miles  
August 2020

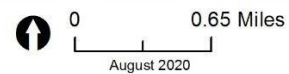
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Orick



**ORICK**  
 Tsunami Hazard Map



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## Tsunami Natural Warning Signs



TSUNAMI

Tsunamis can be detected using our human senses.  
Recognize a tsunami's natural warning signs.

### FEEL

- Big local earthquakes may cause tsunamis.
- **FEEL** the ground shaking severely, or for a long time?

### SEE

- Tsunami may be preceded by rapid fall in sea level as the ocean recedes, exposing reefs, rocks, and fishes on the sea bottom.
- Tsunami often come ashore as a wall of water, and quickly flood inland.
- **SEE** an unusual disappearance of water, or oncoming wall of water?

### HEAR

- Abnormal ocean activity, a wall of water, and approaching tsunami create a loud "roaring" sound similar to that of a train or jet aircraft.
- **HEAR** the roar?

### RUN

- Don't wait for official evacuation orders.
- Immediately leave low-lying coastal areas.
- Move inland to higher ground.
- **RUN** if you see a tsunami coming!





## List of Historic Tsunamis in California

Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
3/11/2011	Honshu, Japan	Alameda	10:49	0.51	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Alameda	4:08	0.11	7.5 / 7.7
3/11/2011	Honshu, Japan	Albion	?	0.8	8.3 / 9.0
3/28/1964	Gulf of Alaska	Arena Cove	?	1.8	- / 9.2
11/15/2006	So.Kuril Islands, Russia	Arena Cove	8:16	0.61	7.8 / 8.3
9/30/2009	Samoa Islands	Arena Cove	10:27	0.44	8.1 / 8.0
2/27/2010	Central Chile	Arena Cove	14:14	0.36	8.5 / 8.8
3/11/2011	Honshu, Japan	Arena Cove	9:44	1.74	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Arena Cove	2:57	0.35	7.5 / 7.7
3/28/1964	Gulf of Alaska	Avila Beach	5:10	1.6	- / 9.2
3/11/2011	Honshu, Japan	Ballona Creek	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Berkeley Marina	?	0.51	8.3 / 9.0
3/11/2011	Honshu, Japan	Bodega Bay/Spud Point Marina	?	0.7	8.3 / 9.0
3/11/2011	Honshu, Japan	Bolinas Stinson Beach	?	0.9	8.3 / 9.0
3/28/1964	Gulf of Alaska	Capitola	?	2.1	- / 9.2
3/11/2011	Honshu, Japan	Carlsbad	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Channel Islands Harbor	?	1.2	8.3 / 9.0
3/11/2011	Honshu, Japan	Chula Vista Marina	?	0.2	8.3 / 9.0
3/11/2011	Honshu, Japan	Clipper Yacht Harbor, Sausalito	?	0.8	8.3 / 9.0
3/11/2011	Honshu, Japan	Coronado Island Lifeguard HQ	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Coronado Naval Air Base	?	0.3	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Crescent City	8:31	0.88	7.8 / 8.3
8/16/2007	Peru	Crescent City	: :11	0.16	7.9 / 8.0
9/30/2009	Samoa Islands	Crescent City	: :56	0.33	8.1 / 8.0
2/27/2010	Central Chile	Crescent City	: :06	0.64	8.5 / 8.8
3/11/2011	Honshu, Japan	Crescent City	9:47	2.47	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Crescent City	2:40	0.44	7.5 / 7.7
2/27/2010	Central Chile	Dana Point Harbor	?	0.7	8.5 / 8.8
3/11/2011	Honshu, Japan	Dana Point Harbor	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Del Mar	?	0.9	8.3 / 9.0
3/11/2011	Honshu, Japan	Dolphin Isle Marina, Noyo River	?	0.8	8.3 / 9.0

Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
3/11/2011	Honshu, Japan	Emery Cove Yacht Harbor	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Encinitas Batiquitos, San Elijo	?	1	8.3 / 9.0
2/27/2010	Central Chile	Half Moon Bay	?	0.6	8.5 / 8.8
3/11/2011	Honshu, Japan	Half Moon Bay	?	0.7	8.3 / 9.0
3/11/2011	Honshu, Japan	Harbor Island West Marina	?	0.3	8.3 / 9.0
3/11/2011	Honshu, Japan	Huntington Harbor	?	0.72	8.3 / 9.0
3/11/2011	Honshu, Japan	Imperial Beach	?	0.5	8.3 / 9.0
3/11/2011	Honshu, Japan	Jenner Russian River	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	King Harbor, Redondo Beach	?	0.7	8.3 / 9.0
3/11/2011	Honshu, Japan	Klamath River	?	2.5	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	La Jolla	9:41	0.1	7.8 / 8.3
2/27/2010	Central Chile	La Jolla	13:28	0.6	8.5 / 8.8
3/11/2011	Honshu, Japan	La Jolla	11:00	0.39	8.3 / 9.0
3/11/2011	Honshu, Japan	La Jolla	?	0.9	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	La Jolla	4:37	0.05	7.5 / 7.7
3/11/2011	Honshu, Japan	Long Beach Marina	?	0.7	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Los Angeles	?	0.11	7.8 / 8.3
9/30/2009	Samoa Islands	Los Angeles	?	0.13	8.1 / 8.0
2/27/2010	Central Chile	Los Angeles	13:41	0.42	8.5 / 8.8
3/11/2011	Honshu, Japan	Los Angeles	?	0.49	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Los Angeles	4:24	0.08	7.5 / 7.7
3/11/2011	Honshu, Japan	Mare Island	?	0.07	8.3 / 9.0
2/27/2010	Central Chile	Marina Del Rey	?	0.1	8.5 / 8.8
3/11/2011	Honshu, Japan	Marina Del Rey	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Martinez	?	0.06	8.3 / 9.0
3/28/1964	Gulf of Alaska	Martins Beach	?	3	- / 9.2
3/11/2011	Honshu, Japan	Mission Bay	?	0.9	8.3 / 9.0
2/27/2010	Central Chile	Mission Bay San Diego	?	0.6	8.5 / 8.8
3/28/1964	Gulf of Alaska	Monterey	?	1.4	- / 9.2
9/30/2009	Samoa Islands	Monterey	11:38	0.15	8.1 / 8.0
2/27/2010	Central Chile	Monterey	13:57	0.36	8.5 / 8.8
3/11/2011	Honshu, Japan	Monterey	10:01	0.7	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Monterey	3:30	0.14	7.5 / 7.7
2/27/2010	Central Chile	Morro Bay Harbor	?	0.5	8.5 / 8.8
3/11/2011	Honshu, Japan	Morro Bay Harbor	?	1.6	8.3 / 9.0



Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
3/28/1964	Gulf of Alaska	Moss Landing	?	1.4	- / 9.2
10/18/1989	Loma Prieta, California	Moss Landing	?	1	7.1 / -
2/27/2010	Central Chile	Moss Landing	?	0.3	8.5 / 8.8
3/11/2011	Honshu, Japan	Moss Landing	?	2	8.3 / 9.0
3/11/2011	Honshu, Japan	New Port Beach Harbor	?	0.3	8.3 / 9.0
2/27/2010	Central Chile	Newport Beach	?	0.5	8.5 / 8.8
11/15/2006	So.Kuril Islands, Russia	North Spit Humboldt Bay	unknown	0.17	7.8 / 8.3
2/27/2010	Central Chile	North Spit Humboldt Bay	15:02	0.23	8.5 / 8.8
3/11/2011	Honshu, Japan	North Spit Humboldt Bay	?	0.97	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	North Spit, Humboldt Bay	2:42	0.12	7.5 / 7.7
3/11/2011	Honshu, Japan	Noyo River Harbor	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Ocean Beach	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Oceano Dunes SRA	?	1	8.3 / 9.0
2/27/2010	Central Chile	Oceanside Harbor	?	0.6	8.5 / 8.8
3/11/2011	Honshu, Japan	Oceanside Harbor	?	0.5	8.3 / 9.0
2/27/2010	Central Chile	Oxnard	?	1	8.5 / 8.8
3/11/2011	Honshu, Japan	Oxnard	?	1.2	8.3 / 9.0
3/28/1964	Gulf of Alaska	Pacifica	?	1.4	- / 9.2
3/11/2011	Honshu, Japan	Pacifica	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Pier 39, San Francisco	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Pillar Point Harbor	?	0.7	8.3 / 9.0
2/27/2010	Central Chile	Pismo Beach	?	1.2	8.5 / 8.8
3/11/2011	Honshu, Japan	Pismo Beach	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Platform Harvest	?	0.15	8.3 / 9.0
3/11/2011	Honshu, Japan	Point Arena	?	1.74	8.3 / 9.0
11/4/2000	Pt. Arguello, California	Point Arguello	?	?	?
11/15/2006	So.Kuril Islands, Russia	Point Reyes	8:36	0.33	7.8 / 8.3
9/30/2009	Samoa Islands	Point Reyes	11:02	0.39	8.1 / 8.0
2/27/2010	Central Chile	Point Reyes	14:25	0.46	8.5 / 8.8
3/11/2011	Honshu, Japan	Point Reyes	10:06	1.35	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Point Reyes	3:15	0.24	7.5 / 7.7
3/11/2011	Honshu, Japan	Port Chicago	?	0.04	8.3 / 9.0
2/27/2010	Central Chile	Port Hueneme	?	0.7	8.5 / 8.8
3/11/2011	Honshu, Japan	Port Hueneme	?	1.4	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Port San Luis	?	0.56	7.8 / 8.3
9/30/2009	Samoa Islands	Port San Luis	11:43	0.28	8.1 / 8.0
2/27/2010	Central Chile	Port San Luis	?	0.8	8.5 / 8.8
3/11/2011	Honshu, Japan	Port San Luis	10:23	2.02	8.3 / 9.0

Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
10/28/2012	Queen Charlotte Islands, Canada	Port San Luis	3:54	0.27	7.5 / 7.7
3/11/2011	Honshu, Japan	Pt Loma Sub Base/Ballast Pt	?	0.5	8.3 / 9.0
3/11/2011	Honshu, Japan	Redwood City	11:54	0.12	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Richmond	?	0.09	7.8 / 8.3
3/11/2011	Honshu, Japan	Richmond	?	0.35	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Richmond	4:04	0.09	7.5 / 7.7
11/15/2006	So.Kuril Islands, Russia	San Diego	?	0.09	7.8 / 8.3
2/27/2010	Central Chile	San Diego	13:30	0.4	8.5 / 8.8
3/11/2011	Honshu, Japan	San Diego	11:20	0.63	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	San Diego	6:00	0.05	7.5 / 7.7
3/28/1964	Gulf of Alaska	San Francisco	5:06	1.1	- / 9.2
11/15/2006	So.Kuril Islands, Russia	San Francisco	9:06	0.16	7.8 / 8.3
9/30/2009	Samoa Islands	San Francisco	11:00	0.1	8.1 / 8.0
2/27/2010	Central Chile	San Francisco	14:46	0.32	8.5 / 8.8
3/11/2011	Honshu, Japan	San Francisco	?	0.62	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	San Francisco	3:48	0.14	7.5 / 7.7
3/28/1964	Gulf of Alaska	San Rafael	?	1.5	- / 9.2
11/15/2006	So.Kuril Islands, Russia	Santa Barbara	?	0.4	7.8 / 8.3
9/30/2009	Samoa Islands	Santa Barbara	?	0.25	8.1 / 8.0
2/27/2010	Central Chile	Santa Barbara	13:56	0.91	8.5 / 8.8
3/11/2011	Honshu, Japan	Santa Barbara	10:40	1.02	8.3 / 9.0
11/29/1975	?	Santa Catalina Island	?	1.4	7.2 / -
3/28/1964	Gulf of Alaska	Santa Cruz	?	1.5	- / 9.2
9/30/2009	Samoa Islands	Santa Cruz	?	0.7	8.1 / 8.0
2/27/2010	Central Chile	Santa Cruz	?	0.9	8.5 / 8.8
3/11/2011	Honshu, Japan	Santa Cruz Harbor	?	1.9	8.3 / 9.0
3/28/1964	Gulf of Alaska	Santa Monica	5:39	1	- / 9.2
11/15/2006	So.Kuril Islands, Russia	Santa Monica	10:08	0.15	7.8 / 8.3
9/30/2009	Samoa Islands	Santa Monica	10:51	0.15	8.1 / 8.0
2/27/2010	Central Chile	Santa Monica	13:51	0.64	8.5 / 8.8
3/11/2011	Honshu, Japan	Santa Monica	10:56	0.85	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Santa Monica	4:19	0.08	7.5 / 7.7
3/28/1964	Gulf of Alaska	Sausalito	?	1.2	- / 9.2
3/11/2011	Honshu, Japan	Scripps	?	0.25	8.3 / 9.0

<b>Date</b>	<b>Source Location</b>	<b>Tsunami Location</b>	<b>Travel Time (hrs:mins)</b>	<b>Height (m)</b>	<b>Source Magnitude (Ms / Mw)</b>
3/28/1964	Gulf of Alaska	Sea View	?	3.8	- / 9.2
3/11/2011	Honshu, Japan	Shelter Cove Marina, San Diego	?	0.3	8.3 / 9.0
3/11/2011	Honshu, Japan	Shelter Island Dock, San Diego	?	0.8	8.3 / 9.0
3/11/2011	Honshu, Japan	Silver Strand State Beach	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Smith River	?	2	8.3 / 9.0
2/27/2010	Central Chile	Sunset	?	0.5	8.5 / 8.8
3/11/2011	Honshu, Japan	Tijuana River Wetlands	?	0.2	8.3 / 9.0
3/28/1964	Gulf of Alaska	Tomales Bay	?	1	- / 9.2
2/27/2010	Central Chile	Ventura	?	0.9	8.5 / 8.8
3/11/2011	Honshu, Japan	Ventura Harbor	?	1.3	8.3 / 9.0
3/11/2011	Honshu, Japan	Waldo Point Marina, Sausalito	?	1.5	8.3 / 9.0

## Section 3 – Data Analysis

# School Performance Overview Dashboard

## School Performance Overview – 2023

**SCHOOL PERFORMANCE OVERVIEW**

### Arcata High

Explore the performance of Arcata High under California's Accountability System.

[Generate PDF Report](#)

[View All Schools](#)

[View Additional Reports](#)

2023

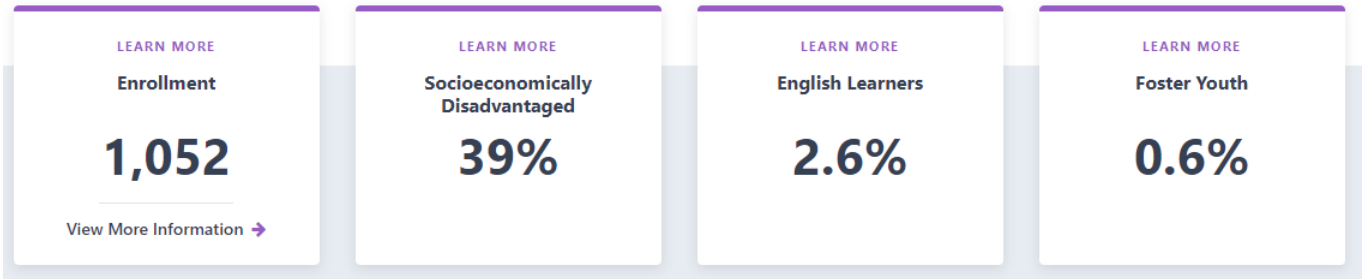
<b>Suspension Rate</b>  Orange	<b>English Learner Progress</b>  No Performance Color	<b>Graduation Rate</b>  Blue	<b>College/Career</b>  Medium
<b>English Language Arts</b>  Blue	<b>Mathematics</b>  Green		

## Student Population – 2023

ARCATA HIGH

### Student Population

Explore information about this school's student population.

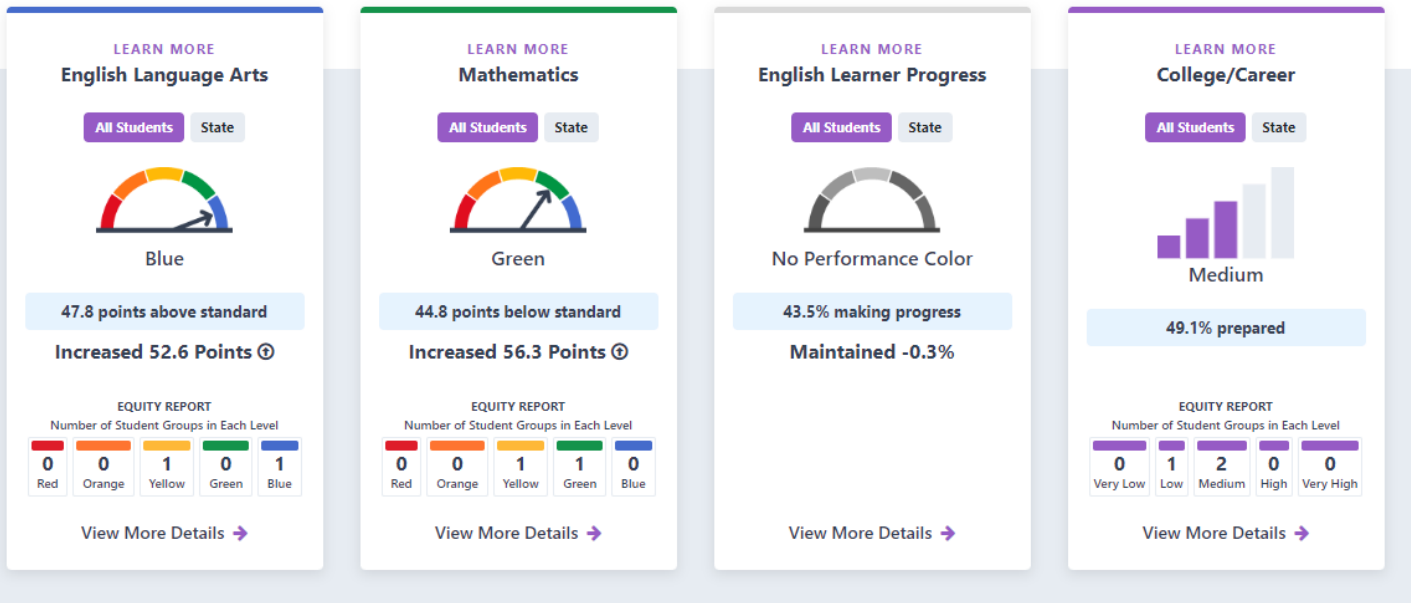


## Academic Performance – 2023

ARCATA HIGH

### Academic Performance

View Student Assessment Results and other aspects of school performance.

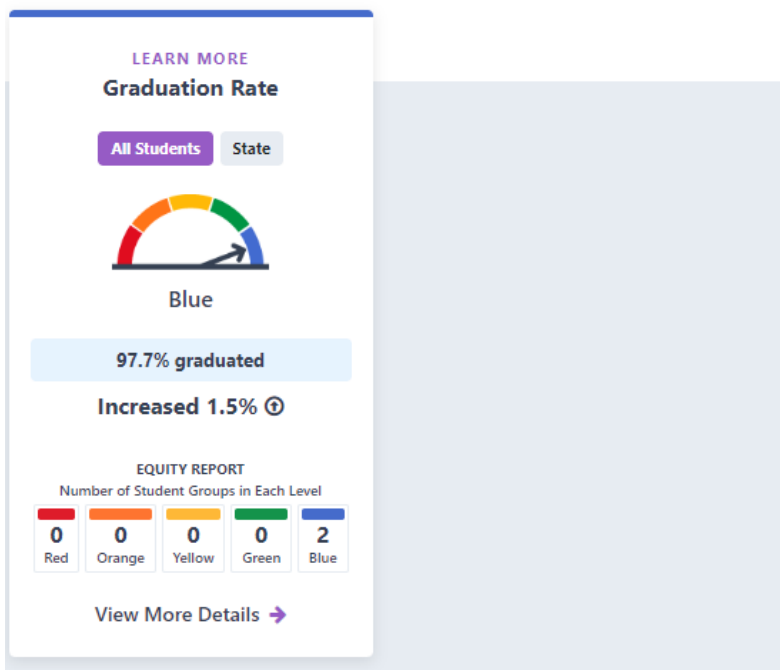


## Academic Engagement – 2023

ARCATA HIGH

### Academic Engagement

See information that shows how well schools are engaging students in their learning.



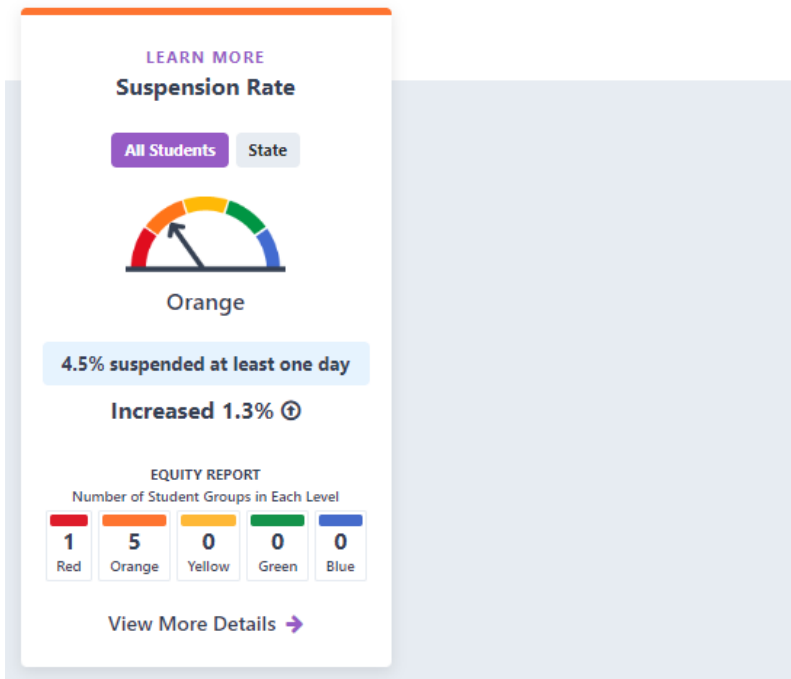


## Conditions and Climate – 2023

ARCATA HIGH

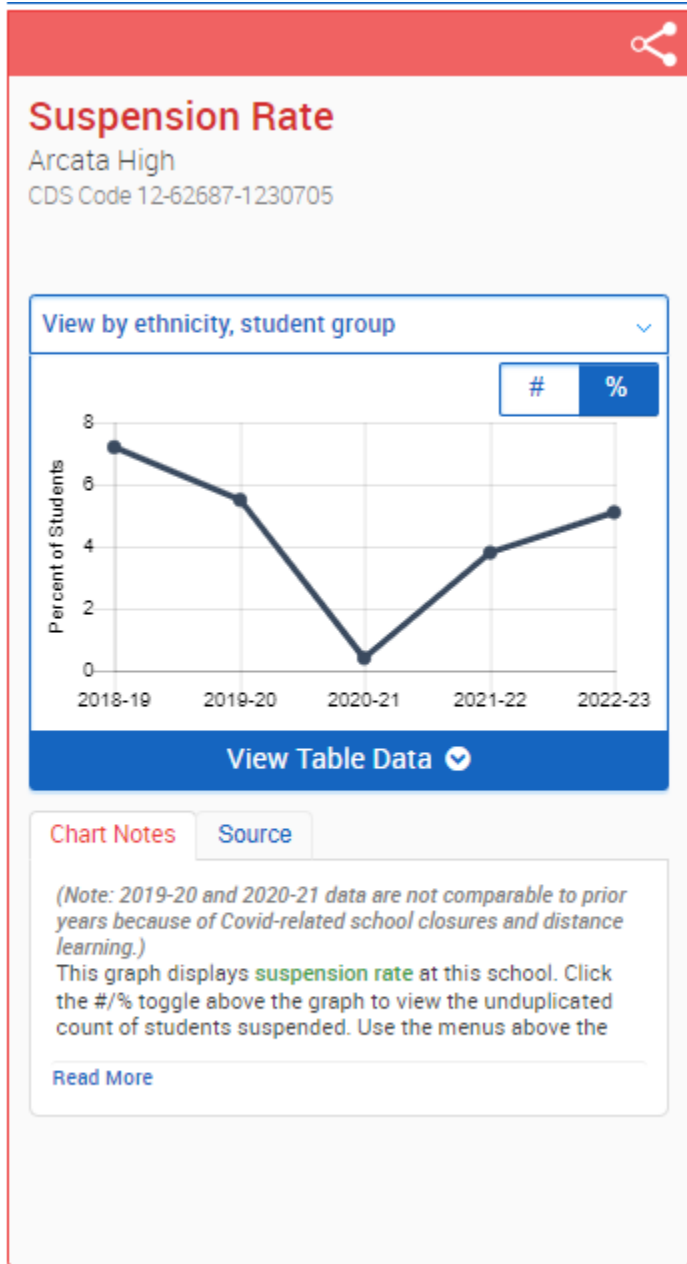
### Conditions & Climate

View data related to how well schools are providing a healthy, safe and welcoming environment.

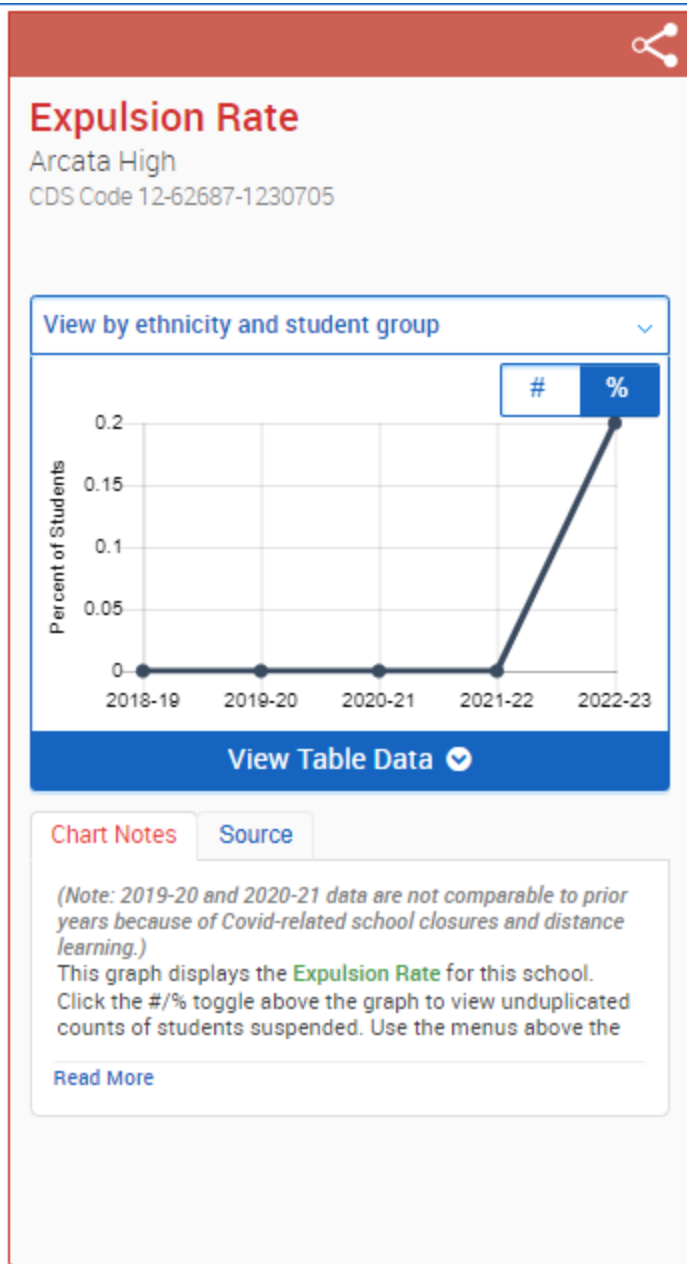


# Suspension/Expulsion Data

## Suspension Rate



## Expulsion Rate



## Drills, Training, and Exercises – Conducted

Fire

Earthquake

Evacuation

Lockdown

Shelter-in-Place

## Section 4 – Action Plan

## Action Plan

### Areas of Pride/Accomplishments

- Our faculty and staff work together to ensure a safe and supportive environment for our students.
- Our teachers are focused on providing rigorous and engaging academic instruction.
- We have installed Safety Sensors in the restrooms.
- We have increased signage on doors and buildings.
- We have a workplace safety MOU with our certificated staff.
- We have purchased emergency backpacks for field trips.
- We have inventoried emergency containers and stocked up on supplies.
- We have participated in Keenan safety trainings as a staff.
- As a district we participated in an Introduction to ICS training.
- We held a "Safety Day" with guest speakers from Arcata Fire, Arcata Police, Red Cross, and California Highway Patrol.
- We conducted all of our safety drills, including full evacuation within the first month of school.
- We have a new, updated emergency intercom system.
- We have in house CPI and Restorative Practices Trainers.
- We have created a district wide discipline flow chart.
- We have conducted student feedback sessions regarding safety and school climate.
- We have created a Wellness Room.

### Findings & Desired Improvements

- Continue to consult with outside agencies and resources.
- Further development and implementation of the Incident Command System.
- Use of the Incident Command System to communicate effectively.
- Training on Emergency Situations, increase Emergency Drill frequency.
- Training a team on how to use "Stair Chair" and assisting transporting mobility impaired.
- Conduct a full scale emergency drill in the spring with other emergency agencies involved to provide feedback.
- To use the new MTSS module to make data informed decisions to reduce disproportionate outcomes.
- To use student feedback data to make school improvements

### Priorities/Goals

- To improve our site safety plan and train our staff in the Incident Command System.
- To train staff in CPI and Restorative Practices.

## Overall Strategies for the 2023/2024 School Year

### **Component 1 People and Programs (School Climate):**

- To continue to promote evidence based practices for preventing problem behaviors.
- To use CPI and Restorative Practices as the basis of all we do.

### **Component 2 Places (Physical Environment):**

- More warm, dry places to eat at lunch
- More picnic tables and water fountains
- Look at desks that are more flexible and comfortable



**McKinleyville High School  
and Mad River High School**

**2024-2025  
Comprehensive  
School Safety Plan**



**Northern Humboldt Union  
High School District**





# Contents

- Section 1 – Introduction ..... 1
  - Preface ..... 2
  - McKinleyville High School CSSP..... 3
    - School Stakeholders..... 3
    - Law Enforcement, Fire Department, Emergency Response ..... 3
    - Vision Statement..... 4
    - McKinleyville High School fosters an inclusive community where all individuals can excel both personally and academically by empowering learners with meaningful skills in a safe and supportive environment..... 4
    - Mission Statement..... 4
    - Meeting Minutes ..... 5
- Section 2 – Policies and Procedures ..... 6
  - Child Abuse Prevention And Reporting – BP 5141.4..... 7
    - Suspected Child Abuse Reporting Procedures ..... 7
  - Child Abuse Prevention And Reporting – AR 5141.4 ..... 8
    - Suspected Child Abuse Reporting Procedures ..... 8
  - Suspected Child Abuse Report Form (BCIA 8572)..... 15
  - Suspension And Expulsion/Due Process – BP 5144.1 ..... 17
  - Suspension And Expulsion/Due Process – AR 5144.1 ..... 20
  - Suspension And Expulsion/Due Process – AR 5144.2 ..... 38
    - (Students With Disabilities)..... 38
  - Employee Security – BP 4158, 4258, 4358..... 44
    - Notify Teachers of Dangerous Students..... 44
  - Employee Security – AR 4158, 4258, 4358..... 46
    - Notify Teachers of Dangerous Students..... 46
  - Nondiscrimination – BP 0410..... 49
    - In District Programs And Activities (includes Hate Crime Reporting) ..... 49
  - Nondiscrimination/Harassment – BP 5145.3..... 50
  - Nondiscrimination/Harassment – AR 5145.3..... 52
  - Sexual Harassment – BP 5145.7..... 58
  - Sexual Harassment – AR 5145.7..... 64
  - Hate-Motivated Behavior – BP 5145.9..... 68
  - Safety – AR 5142 ..... 69
    - Procedures for Safe Ingress and Egress ..... 69
  - Conduct – BP 5131 ..... 72
    - School Discipline ..... 72
  - Student Disturbances – BP 5131.4..... 75
  - Student Disturbances – AR 5131.4..... 76

Weapons And Dangerous Instruments – AR 5131.7.....	77
Gangs – BP 5136.....	78
Discipline – BP 5144 .....	79
Discipline – AR 5144.....	80
Bullying/Cyber Bullying – BP 5145.10 .....	84
Preventing Bullying .....	84
Positive School Climate – BP 5137 .....	87
Dangerous, Violent, Or Unlawful Activities.....	88
Assessment and Response Procedures .....	88
Opioid Overdose Protocol – Melanie’s Law .....	89
Student Overdose or Possible Overdose Protocol .....	89
Student Overdose or Possible Overdose Procedures (The 4 Rs) .....	90
Narcan/Naloxone on School Sites.....	91
Individualized Safety Plans.....	92
Our School’s Individualized Plans.....	92
Drills, Training, and Exercises.....	93
Student Safety – Drills, Training, and Exercises.....	93
Emergency Operations Plan – Excerpted .....	94
<b>Functional Annex.....</b>	<b>95</b>
Accounting for all Persons.....	96
Attendance Records.....	96
Crisis or Incident Accounting.....	96
Assembly Areas .....	96
Student Release .....	97
Communications.....	98
Purpose.....	98
Scope .....	98
Activation.....	98
Key Tasks/Responsibilities.....	98
Internal Communications.....	99
Activation.....	99
Concept of Operations .....	99
Continuity of Operations (COOP) .....	101
General .....	101
Scope .....	101
Responsibilities .....	101
Evacuation .....	103
General .....	103
Concept of Operations .....	103
Evacuation Procedures .....	103

On-Site Evacuation.....	104
Off-Site Evacuation .....	104
Evacuating Students with Disabilities.....	104
Preparation and Planning .....	105
<b>Lockdown (Deny Entry or Closing) .....</b>	<b>107</b>
General .....	107
Instructions .....	107
<b>Public, Medical, and Mental Health.....</b>	<b>108</b>
General .....	108
Public Health.....	108
Medical Health.....	108
Mental Health.....	109
<b>Public Safety and Security.....</b>	<b>110</b>
Purpose.....	110
Scope .....	110
Key Tasks/Responsibilities.....	110
Concept of Operations.....	111
<b>Recovery.....</b>	<b>112</b>
General .....	112
Before – Action Items.....	112
During – Action Items .....	112
After – Action Items.....	114
Resources.....	114
<b>Reunification .....</b>	<b>115</b>
General .....	115
Reunification Procedures.....	115
Traffic Control .....	115
Maintaining the Procedures.....	116
<b>Shelter-in-Place.....</b>	<b>117</b>
General .....	117
Description of Action .....	117
<b>Situational Awareness.....</b>	<b>118</b>
Overview.....	118
Prepare .....	119
Field Protocol.....	119
Disaster Service Worker.....	119
<b>Special Needs Population.....</b>	<b>120</b>
Planning Needs and Assumptions.....	120
<b>Hazard/Threat Annex .....</b>	<b>121</b>
Hazard-Threat Assessment .....	122
HTAS Report.....	123

<b>Active Assailant</b> .....	<b>124</b>
Purpose.....	124
Situation and Assumptions .....	124
Continuity of Operations (Annex Specific) .....	124
Organization and Assignment of Responsibilities.....	124
Plan Development.....	124
Authorities and References.....	124
Incident Command Actions.....	126
<b>Cyber Threat or Attack</b> .....	<b>131</b>
Purpose.....	131
Situation and Assumptions .....	131
Organization and Assignment of Responsibilities.....	133
Glossary of Terms .....	133
Incident Command Actions.....	134
Authorities and References.....	136
<b>Earthquake</b> .....	<b>137</b>
Duck, Cover, and Hold.....	137
Description of Action .....	137
Procedures.....	137
During Non-Operating Hours .....	138
<b>Extreme Heat and Unhealthy Air Quality</b> .....	<b>139</b>
Purpose.....	139
Actions.....	139
District Activities and What To Do During Extreme Heat Conditions .....	139
<b>Fire - Structural</b> .....	<b>140</b>
Procedure .....	140
<b>Fire – Forest, Wildfire, or Urban Interface</b> .....	<b>141</b>
General .....	141
Fire in Surrounding Area .....	141
Incident Command Actions.....	141
<b>Infectious Disease</b> .....	<b>144</b>
Purpose.....	144
Disease Sources .....	144
Rate of Spread .....	145
Situation and Assumptions .....	145
Concept of Operations.....	146
Continuity of Operations (Annex Specific) .....	147
Important Notice .....	147
Organization and Assignment of Responsibilities.....	148
Plan Development.....	148
Authorities and References.....	148
Incident Command Actions.....	148

COVID-19 Specific Guidance .....	150
Historical Information .....	154
<b>Power and Utility Failure.....</b>	<b>157</b>
Protect Students And Staff During A Power Outage .....	157
Electrical Systems .....	157
Backup Supplies and Other Resources.....	157
Survive During.....	158
Power Restoration .....	158
<b>Severe Weather.....</b>	<b>159</b>
Purpose.....	159
Situation and Assumptions .....	159
Continuity of Operations (Annex Specific) .....	160
Organization and Assignment of Responsibilities.....	160
Plan Development.....	160
Authorities and References.....	160
Incident Command Actions.....	160
<b>Tsunami.....</b>	<b>162</b>
Purpose.....	162
Situation and Assumptions .....	162
Continuity of Operations (Annex Specific) .....	164
Organization and Assignment of Responsibilities.....	164
Plan Development.....	164
Authorities and References.....	164
Incident Command Actions.....	165
Tsunami Warnings .....	166
Inundation and Evacuation Maps - Del Norte County.....	167
Humboldt County .....	171
Tsunami Natural Warning Signs.....	178
List of Historic Tsunamis in California .....	180
<b>Section 3 – Data Analysis.....</b>	<b>185</b>
<b>School Performance Overview Dashboard .....</b>	<b>186</b>
School Performance Overview – 2023 .....	186
School Performance Overview – 2022 .....	186
School Performance Overview – 2021 .....	186
Student Population – 2023 .....	187
Student Population – 2022 .....	187
Student Population – 2021 .....	187
Academic Performance – 2023 .....	188
Academic Performance – 2022 .....	188
Academic Performance – 2021 .....	188
Academic Engagement – 2023 .....	189
Academic Engagement – 2022 .....	189

Academic Engagement – 2021 .....	189
Conditons and Climate – 2023 .....	190
Conditons and Climate – 2022 .....	190
Conditons and Climate – 2021 .....	190
<b>Suspension/Expulsion Data.....</b>	<b>191</b>
Suspension Rate.....	191
Expulsion Rate .....	191
<b>Drills, Training, and Exercises – Conducted .....</b>	<b>192</b>
Fire Drills .....	192
Earthquake Drills (Duck, Cover, Hold).....	192
Evacuation .....	192
<b>Section 4 – Action Plan.....</b>	<b>193</b>
<b>Action Plan .....</b>	<b>194</b>
Areas of Pride/Accomplishments .....	194
Findings & Desired Improvements.....	194
Priorities/Goals .....	194
Overall Strategies for the 2023/2024 School Year .....	194

# Section 1 – Introduction

SB 187 & AB 1747 Compliant Document



## Preface

This comprehensive school safety plan is evaluated, and amended as needed, no less than once per year per Education Code section 35294.2(e)). This plan is available for public inspection during normal business hours at the Northern Humboldt Union High School District office located at 2755 McKinleyville Avenue, McKinleyville, CA 95519. For questions regarding this plan please call (707) 839-6470.

**NOTE:** Tactical responses to criminal incidents are excluded from this public inspection document. This document is not available for public inspection on the internet.

An “Inspection Log” is utilized to record the name, address, phone number and identification method of all individuals that perform a public inspection of this plan.

## McKinleyville High School CSSP

### Educational Partners

- **School Site Council Representative:** Shanna McCracken
- **Teachers/Certificated:** Meghan Froloff, Emily Silveira, Jackie Hewins, Cheryl Johnson, Jill Rohn
- **Classified Management:** John Reeves, Dir. Maintenance & Operations; Sarah Goodwin, Dir. Transportation; Tim Oliveira, Dir. Technology
- **Support Staff:** Johnny Kell, School Nurse
- **Mental Health Professional:** Christine Stephens, School Psychologist
- **Administrators:** Gayle Conway, Dir. Student Services; Tahnia Campbell, AHS Assistant Principal; Jennifer Coleman, Principal Six Rivers Charter High School; Ilza Hakenen, MHS Assistant Principal; Shanna McCracken, Mad River High School Principal

### Law Enforcement, Fire Department, Emergency Response

- **Sheriff, Police:** Humboldt County Sheriff's Office
- **Fire Department:** Chris Emmons, Battalion Chief – Arcata Fire District

## Vision Statement

McKinleyville High School fosters an inclusive community where all individuals can excel both personally and academically by empowering learners with meaningful skills in a safe and supportive environment.

## Mission Statement

Panthers Are...

Responsible

- For acting honestly and ethically towards themselves and others
- For maintaining a safe, clean and caring environment
- For preparing themselves for 21st century academic and personal success

Inclusive

- In maintaining an open mind
- Of our diverse community
- Of all viewpoints and information

Determined

- To overcome obstacles
- To build a supportive community
- To gain the skills necessary to achieve personal and community goals

Engaged

- In personal, academic and social growth
- In local, national and global communities
- In developing as lifelong learners

## Meeting Minutes

**School Site Council Meeting**  
**Tuesday, March 5, 2024**  
**7:00PM**

**Location: [meet.google.com/iro-bxwp-nms](https://meet.google.com/iro-bxwp-nms)**  
**Or dial: (US) +1 385-404-0136 PIN: 702 008 587#**

In attendance: Madison Donovan, Kaden Rau, Dustin Dutra, Tiffany Maher, Suzie McCray  
Members absent: Lauren Cook, Kim McReynolds, Sienna Arredondo, Kim Demlow, Shanna McCracken

### Call to order

#### Check-Ins

- Kaden Rau—not much going on. Had a question if MHS would be hosting a career fair this Spring. Admin will look into it and get an answer
- Madison Donovan—Not much to report
- Tiffany Maher—Grateful to have MHS students come to her school for Read Across MackTown. Enjoyed seeing some of her former students.

#### Public Comments

- **Non Agenda Items**

Individuals speaking on matters not listed on the agenda are asked to step forward to the lectern and state clearly their name and address. Individual speakers shall be allowed three minutes to address the committee.

- **Agenda Items**

Individuals will have an opportunity to speak on items on the agenda before committee discussion on that item. Individual speakers shall be allowed three minutes to address the committee.

- **Approval of Minutes [MHS Site Council Minutes 12-6-23](#)**

Motion: Tiffany                      Second: Kaden                      Passed: 3-0

- **Review and Approve [2024-25 McKinleyville and Mad River School Safety Plan](#)**

Changes made to the updated safety plan were highlighted and reviewed by Dustin. Tiffany had a question about lockdown procedure if students are on the track down at the football field. Kaden asked for clarification if teachers should be teaching during lockdowns. Tiffany inquired about the flexible and comfortable desks in regards to overall strategies for 2024/2025 school year and how they would be paid for. Suzie and Dustin are going to check in with 9th grade students who had a Tech Essentials class this year because those students sat in chairs at tables and not in desks. Motion to Approve recommending School Board approve School Safety Plan for 2024/2025 school year was made by Suzie and seconded by Tiffany. Motion passed 4-0

**Next Meeting: April 2, 2024 7:00PM**

## Section 2 – Policies and Procedures

(Policies and Procedures have been excerpted and reformatted for this document. Code and Legal References have been removed. For access to documents in their original and approved form please contact the Northern Humboldt Union High School District Office at (707) 839-6470.

## Child Abuse Prevention And Reporting – BP 5141.4

### Suspected Child Abuse Reporting Procedures

#### **Child Abuse Prevention**

The Board of Trustees recognizes the district's responsibility to educate students about the dangers of child abuse so that they will acquire the skills and techniques needed to identify unsafe situations and to react appropriately and promptly.

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, inform them of available support resources, and teach them how to obtain help and disclose incidents of abuse. The curriculum also shall include training in self-protection techniques.

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

#### **Child Abuse Reporting**

The Board recognizes that child abuse has severe consequences and that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010 McKinleyville, California

## Child Abuse Prevention And Reporting – AR 5141.4

### Suspected Child Abuse Reporting Procedures

#### Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurse or health care provider; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain 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 or neglect. (Penal Code 11166)



### **Reportable Offenses**

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

### **Responsibility for Reporting**

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

### **Reporting Procedures**

#### **1. Initial Telephone Report**

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

Child Welfare Services 929 Koster Street  
Eureka, CA 95501  
707-445-6180

When the initial telephone 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. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

2. Internal Reporting

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

The mandated reporter shall not be required to disclose his/her identity to the principal. (Penal Code 11166)

He/she may provide or mail a copy of the written report to the principal or Superintendent or designee without his/her signature or name.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

### **Training**

Training of mandated reporters shall include child abuse and neglect identification and mandated reporting. (Penal Code 11165.7)

Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

### **Victim Interviews**

Whenever a representative of a government agency investigating suspected child abuse or neglect or the state Department of Social Services deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. 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 designee shall inform him/her of the following requirements: (Penal Code 11174.3)

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 Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

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**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer 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 shall be asked to sign an appropriate release or acceptance of responsibility form.

### **Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulation that describes how to report suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is other than English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

### **Notifications**

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

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

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

# Suspected Child Abuse Report Form (BCIA 8572)



STATE OF CALIFORNIA  
 BCIA 8572  
 (Rev. 04/2017)

DEPARTMENT OF JUSTICE  
 Page 1 of 2

## SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

[Print Form](#) [Clear Form](#)

**To Be Completed by Mandated Child Abuse Reporters**  
 PLEASE PRINT OR TYPE

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip
	REPORTER'S TELEPHONE (DAYTIME)			SIGNATURE		TODAY'S DATE
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT		<input type="checkbox"/> COUNTY PROBATION		AGENCY	
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		Street	City
	OFFICIAL CONTACTED - NAME AND TITLE		TELEPHONE		DATE/TIME OF PHONE CALL	
<b>C. VICTIM One report per victim</b>	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS		Street	City	Zip	TELEPHONE
	PRESENT LOCATION OF VICTIM		SCHOOL		CLASS	GRADE
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME		TYPE OF ABUSE (CHECK ONE OR MORE): <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
<b>D. INVOLVED PARTIES</b>	<b>VICTIM'S SIBLINGS</b>		NAME		BIRTHDATE	SEX
	1. _____		3. _____			
	2. _____		4. _____			
	<b>VICTIM'S PARENTS/GUARDIANS</b>		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX
	ADDRESS		Street	City	Zip	HOME PHONE
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	BUSINESS PHONE
<b>SUSPECT</b>		SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	
ADDRESS		Street	City	Zip	TELEPHONE	
OTHER RELEVANT INFORMATION						
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE/TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)					

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



STATE OF CALIFORNIA  
 BCIA 8572  
 (Rev. 04/2017)

DEPARTMENT OF JUSTICE  
 Page 2 of 2

**SUSPECTED CHILD ABUSE REPORT  
 (Pursuant to Penal Code section 11166)**

**DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572**

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

**I. MANDATED CHILD ABUSE REPORTERS**

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

**II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")**

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

**III. REPORTING RESPONSIBILITIES**

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

**IV. INSTRUCTIONS**

**SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

**IV. INSTRUCTIONS (continued)**

**SECTION B – REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

**SECTION C – VICTIM (One Report per Victim):** Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

**SECTION D – INVOLVED PARTIES:** Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

**SECTION E – INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

**V. DISTRIBUTION**

**Reporting Party:** After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

**Designated Agency:** *Within 36 hours* of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

**ETHNICITY CODES**

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

## Suspension And Expulsion/Due Process – BP 5144.1

The Board of Trustees has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

### **Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

### **Student Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)

### **Supervised Suspension Classroom**

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.



The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

### **Required Parental Attendance**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1)

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

**Decision Not to Enforce Expulsion Order**

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Suspension And Expulsion/Due Process – AR 5144.1

### Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Trustees for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(s))

### Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 48900.1, 48980)

### Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))  

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., 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. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q). (Education Code 48900(q))
18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
21. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

Alternatives to suspension or expulsion shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

#### **Removal from Class by a Teacher/Parental Attendance**

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

**Suspension by Superintendent, Principal or Principal's Designee**

The Superintendent, principal or principal's designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053- 11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the principal, designee, or the Superintendent with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the principal, designee, or the Superintendent determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)



5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911(g))  
  
Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

#### **Suspension by the Board**

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

#### **Supervised Suspension Classroom**

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.

3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

#### **Authority to Expel**

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

#### **Mandatory Recommendation for Expulsion**

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

#### **Mandatory Recommendation and Mandatory Expulsion**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053- 11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

#### **Student's Right to Expulsion Hearing**

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

#### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

#### **Written Notice of the Expulsion Hearing**

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

### **Conduct of Expulsion Hearing**

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal

attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian,

legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
  - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
  - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
  - (3) The person conducting the hearing may:
    - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
    - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
    - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
- 6. Decision Within 10 School Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))
- 7. Decision Within 40 School Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

**Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing." (Education Code 48918(d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917)

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### **Final Action by the Board**

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review as well as assessment of the student at the time of review for readmission



2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, and other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

#### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915 (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

#### **Decision Not to Enforce Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:  
(Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.
6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.
7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).

### **Right to Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

### **Notifications to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other

appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

### **Post-Expulsion Placements**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #18-21 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

### **Readmission After Expulsion**

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding re-admission.

5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

#### **Maintenance of Records**

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

#### **Outcome Data**

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Suspension And Expulsion/Due Process – AR 5144.2

### (Students With Disabilities)

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

#### **Procedures for Students Not Yet Eligible for Special Education Services**

A student who has not been officially identified as a student with disabilities pursuant to IDEA and who has engaged in behavior that violated the district's code of student conduct may assert any of the protections under IDEA only if the district had knowledge that the student is disabled before the behavior that precipitated the disciplinary action occurred. (20 USC 1415(k)(5); 34 CFR 300.534)

The district shall be deemed to have knowledge that the student has a disability if one of the following conditions exists: (20 USC 1415(k)(5); 34 CFR 300.534)

1. The parent/guardian has expressed concern to district supervisory or administrative personnel in writing, or to a teacher of the student, that the student is in need of special education or related services.
2. The parent/guardian has requested an evaluation of the student for special education pursuant to 34 CFR 300.300-300.311.
3. The teacher of the student or other district personnel has expressed specific concerns directly to the district's director of special education or to other supervisory district personnel about a pattern of behavior demonstrated by the student.

The district would be deemed to not have knowledge that a student is disabled if the parent/guardian has not allowed the student to be evaluated for special education services or has refused services. In addition, the district would be deemed to not have knowledge if the district conducted an evaluation pursuant to 34 CFR 300.300-300.311 and determined that the student was not an individual with a disability. When the district is deemed to not have knowledge of the disability, the student shall be disciplined in accordance with procedures established for students without disabilities who engage in comparable behavior. (20 USC 1415(k)(5); 34 CFR 300.534)

If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures pursuant to 34 CFR 300.530, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities. (20 USC 1415(k)(5); 34 CFR 300.534)

#### **Suspension**

The Superintendent or designee may suspend a student with a disability for up to 10 consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year, as long as the suspension(s) does not constitute a change in placement pursuant to 34 CFR 300.536. (Education Code 48903; 34 CFR 300.530)

The principal or designee shall monitor the number of days, including portions of days, in which a student with a valid individualized education program (IEP) has been suspended during the school year.

The district shall determine, on a case-by-case basis, whether a pattern of removals of a student from his/her current educational placement for disciplinary reasons constitutes a change of placement. A change of placement shall be deemed to have occurred under any of the following circumstances: (34 CFR 300.536)

1. The removal is for more than 10 consecutive school days.
2. The student has been subjected to a series of removals that constitute a pattern because of all of the following:
  - a. The series of removals total more than 10 school days in a school year.
  - b. The student's behavior is substantially similar to his/her behavior in previous incidents that resulted in the series of removals.
  - c. Additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another, indicate a change of placement.

If the removal has been determined to be a change of placement as specified in items #1-2 above, the student's IEP team shall determine the appropriate educational services. (34 CFR 300.530)

### **Services During Suspension**

Any student suspended for more than 10 school days in the same school year shall continue to receive services during the term of the suspension. School personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed as provided in 34 CFR 300.101(a), so as to enable the student to continue to participate in the general education curriculum in another setting and to progress toward meeting the goals as set out in his/her IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.530)

If a student with disabilities is excluded from school bus transportation, the student shall be provided with an alternative form of transportation at no cost to the student or his/her parent/guardian, provided that transportation is specified in his/her IEP. (Education Code 48915.5)

### **Interim Alternative Educational Placement Due to Dangerous Behavior**

The district may unilaterally place a student with a disability in an appropriate interim alternative educational setting for up to 45 school days, without regard to whether the behavior is a manifestation of the student's disability, when the student commits one of the

following acts while at school, going to or from school, or at a school-related function: (20 USC 1415(k)(1)(G); 34 CFR 300.530)

1. Carries or possesses a weapon, as defined in 18 USC 930
2. Knowingly possesses or uses illegal drugs
3. Sells or solicits the sale of a controlled substance as identified in 21 USC 812(c), Schedules I-V
4. Inflicts serious bodily injury upon another person as defined in 18 USC 1365

The student's interim alternative educational setting shall be determined by his/her IEP team. (20 USC 1415(k)(1)(G), 34 CFR 300.531)

On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)

A student who has been removed from his/her current placement because of dangerous behavior shall receive services to the extent necessary to allow him/her to participate in the general education curriculum and to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

### **Manifestation Determination**

The following procedural safeguards shall apply when a student is suspended for more than 10 consecutive school days, when a series of removals of a student constitutes a pattern, or when a change of placement of a student is contemplated due to a violation of the district's code of conduct:

1. Notice: On the date the decision to take disciplinary action is made, the parents/guardians of the student shall be notified of the decision and provided the procedural safeguards notice pursuant to 34 CFR 300.504. (20 USC 1415(k)(1)(H); 34 CFR 300.530)
2. Manifestation Determination Review: Immediately if possible, but in no case later than 10 school days after the date the decision to take disciplinary action is made, a manifestation determination review shall be made of the relationship between the student's disability and the behavior subject to the disciplinary action. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

At the manifestation determination review, the district, the student's parent/guardian, and relevant members of the IEP team (as determined by the district and parent/guardian) shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents/guardians, to determine whether the conduct in question was either of the following: (20 USC 1415(k)(1)(E); 34 CFR 300.530)

- a. Caused by or had a direct and substantial relationship to the student’s disability
- b. A direct result of the district’s failure to implement the student’s IEP, in which case the district shall take immediate steps to remedy those deficiencies

If the manifestation review team determines that a condition in either #a or #b above was met, the conduct shall then be determined to be a manifestation of the student's disability. (20 USC 1415(k)(1)(E); 34 CFR 300.530)

3. Determination that Behavior is a Manifestation of the Student's Disability: When the conduct has been determined to be a manifestation of the student’s disability, the IEP team shall conduct a functional behavioral assessment, unless a functional behavioral assessment had been conducted before the occurrence of the behavior that resulted in the change of placement, and shall implement a behavioral intervention plan for the student. If a behavior intervention plan has already been developed, the IEP team shall review the behavioral intervention plan and modify it as necessary to address the behavior. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

The student shall be returned to the placement from which he/she was removed, unless the parent/guardian and district agree to a change of placement as part of the modification of the behavioral intervention plan. (20 USC 1415(k)(1)(F); 34 CFR 300.530)

4. Determination that Behavior is Not a Manifestation of the Student's Disability: If the manifestation determination review team determines that the student's behavior was not a manifestation of his/her disability, the student may be disciplined in accordance with the procedures for students without disabilities. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

The student shall receive services to the extent necessary to participate in the general education curriculum in another setting and to allow him/her to progress toward meeting the goals set out in his/her IEP. As appropriate, the student shall also receive a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. (20 USC 1415(k)(1)(D); 34 CFR 300.530)

#### **Due Process Appeals**

If the parent/guardian disagrees with any district decision regarding placement under 34 CFR 300.530 (suspension and removal for dangerous circumstances) or 34 CFR 300.531 (interim alternative placement), or the manifestation determination under 34 CFR 300.530(e), he/she may appeal the decision by requesting a hearing. The district may request a hearing if the district believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. In order to request a hearing, the requesting party shall file a complaint pursuant to 34 CFR 300.507 and 300.508(a) and (b). (20 USC 1415(k)(3); 34 CFR 300.532)



Whenever a hearing is requested as specified above, the parent/guardian or the district shall have an opportunity for an expedited due process hearing consistent with requirements specified in 34 CFR 300.507, 300.508 (a)-(c), and 300.510-300.514.

If the student's parent/guardian or the district has initiated a due process hearing under 34 CFR 300.532 as detailed above, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise. (20 USC 1415(k)(4); 34 CFR 300.533)

**Readmission**

Readmission procedures for students with disabilities shall be the same as those used for all students. Upon readmission, an IEP team meeting shall be convened.

### **Suspension of Expulsion**

The Board of Trustees' criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities in the same manner as they are applied to all other students. (Education Code 48917)

### **Notification to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student with a disability, the principal or designee shall notify appropriate city or county law enforcement authorities of any act of assault with a deadly weapon which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of acts by any student with a disability which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a suspension or expulsion of a student with disabilities, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any act by the student which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

### **Report to County Superintendent of Schools**

The Superintendent or designee shall report to the County Superintendent when any special education student has been expelled or suspended for more than 10 school days. The report shall include the student's name, last known address, and the reason for the action. (Education Code 48203)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Employee Security – BP 4158, 4258, 4358

### Notify Teachers of Dangerous Students

The Board of Trustees desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

The Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The district shall provide such communications devices in classrooms to the extent possible.

Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow the possession of a pepper spray weapon that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

### Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Employee Security – AR 4158, 4258, 4358

### Notify Teachers of Dangerous Students

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001)

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

### **Notice Regarding Student Offenses Committed While Under School Jurisdiction**

The Superintendent or designee shall inform the teacher of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)



### **Notice Regarding Student Offenses Committed While Outside School Jurisdiction**

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)

The principal shall disseminate this information to the counselor(s) who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Nondiscrimination – BP 0410

### In District Programs And Activities (includes Hate Crime Reporting)

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

In compliance with law, the district's nondiscrimination policy shall be published in the individual's primary language to the extent practicable.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010



## Nondiscrimination/Harassment – BP 5145.3

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program.

He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Policy NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT

adopted: February 9, 2010

Revised: June 26, 2012; January 12, 2016

## Nondiscrimination/Harassment – AR 5145.3

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; 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. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Superintendent or Designee

2755 McKinleyville Avenue, McKinleyville CA 95519 (address)  
(707) 839-6470

### Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs

and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the district will not typically notify them of individual instances of transgender students participating in a program or activity.

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community
5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

#### **Process for Initiating and Responding to Complaints**

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment.

Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3.

#### **Transgender and Gender-Nonconforming Students**

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access to programs and activities, educate

- appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
  5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.
  6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
  7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

Policy Northern Humboldt Union High School District

Approved: June 26, 2012

Revised: September 11, 2012; January 12, 2016



## Sexual Harassment – BP 5145.7

### **Purpose of Policy**

It is the policy of the Governing Board of the Northern Humboldt Union High School District to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

It is the position of this Board that sexual harassment is unlawful and will not be tolerated. It is a violation of this policy for any employee, agent, student, or party with which the District has a cooperative agreement, to engage in sexual harassment.

### **Definition of Sexual Harassment**

As defined by Education Code Section 212.5, “Sexual harassment means unwelcome sexual conduct including advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.”

Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Examples of conduct which may constitute sexual harassment included, but are not limited to:

- (1) Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or

cartoons this includes, but is not limited to anything sent electronically or through technological devices.

- (2) Among peers, continuing to sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.)
- (3) Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
- (4) Within the educational environment, engaging in sexual behavior to control influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- (5) Offering favors or education or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Any expression of sexual interest between adults and students, regardless of reciprocity is considered inappropriate and shall be subject to discipline under applicable state law.

### **Reporting Procedure**

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the District, should promptly report the facts of the incident(s) and the name of the individual involved to an adult staff member with whom they feel comfortable, and that person shall report the incident to the Site Principal, Superintendent, or Designee. If the complaint involves the Site Principal, the staff member will report the incident to the Superintendent. If the complaint involves the Superintendent, the staff member will report the incident to the Board President. If the complaint involves a board member, the staff member will report the incident to the Superintendent. A written report of the alleged incident will be developed by the Site Principal, Superintendent, or Designee. A copy of the report, along with a copy of this policy, shall be mailed to the parent of the student who initiated the complaint.

All staff, upon personal knowledge of an incident of sexual harassment, are obligated to report it to the Site Principal, Superintendent, or Designee. Failure to do so is a violation of this policy.

Failure of staff to report student allegations of sexual harassment within three (3) school days is a violation of this policy.

Students who feel aggrieved because of unwelcome conduct that may constitute sexual harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her instructor if that instructor is the individual who is harassing the student. Any individuals making a report may bring an advocate to assist them.

### **Filing Complaints with State and Federal Agencies**

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

U.S. Office for Civil Rights  
50 United Nations Plaza, Room 239, San Francisco, CA 94102 (415) 556-7000

### **Confidentiality**

An allegation of sexual harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigative process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

### **Retaliation is Prohibited**

The initiation of an allegation of sexual harassment, will not cause any reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with the District, his or her employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any District programs. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

### **Time Limits**

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place.

### **Investigation Guidelines**

All investigations of allegations of sexual harassment shall be handled promptly, in a serious, sensitive and confidential manner. The Superintendent shall determine who shall do the investigation.

- (1) The designated investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegation, and they will be given an opportunity to respond. The person accused shall not be given a copy of the complaint but shall be informed of the allegations. The name of complaint party shall remain confidential to the extent possible.
- (2) All parties, specifically including complainants, and witnesses, will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainant and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.
- (3) A written report of the investigation findings shall be filed by the investigator with the Superintendent within twenty (20) school days of the date the student filed the incident report. The Superintendent may extend the timeline depending on the nature of the investigation. A

summary of the report shall be mailed to the student who reported the harassment, their parent(s), and the person accused.

### **Disciplinary Action**

When an allegation of sexual harassment is supported by the investigation and disciplinary action is necessary, the Superintendent will determine what course of action is appropriate, depending upon whether the harasser is a student, staff member, or agent of the District.

Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law.

Agents of the District who violate this policy may be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

### **Appeal Procedures**

Either the complaining party or the accused may appeal the findings of an investigation to the Governing Board of the District. Appeals shall be made in writing within ten (10) business days from the date of a finding.

### **Training and Curriculum**

To implement this policy, Northern Humboldt Union High School District will provide appropriate training programs for staff and students.

### **Notification**

There will be adequate notification of the policy to include permanent posters in public areas, offices, and hallways. The policy will be published in site handbooks and the District Summer Mailing.

### **Administrative Regulation**

The Superintendent shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: posting and other means of distributing the policy; a process under which complaints will be handled, formally or informally, an explanation of possible civil proceedings and potential legal consequences of sexual harassment. The Superintendent will initiate training and education programs to enable all persons, and in particular, supervisors, to better understand the problem of sexual harassment. In addition, the Superintendent shall designate appropriate employees to enforce or administer this policy within the District and shall provide for appropriate training for Principals on an annual basis.

### **Special Assistance**

It is expected that questions may arise concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be following in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, individuals may contact the Superintendent.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

Revised: January 14, 2014

## Sexual Harassment – AR 5145.7

### **Purpose**

It is the purpose of this Administrative Regulation to implement the District Student Sexual Harassment Policy. The regulation is designed to outline the procedures that are to be followed to maintain the Governing Board of the Northern Humboldt Union High School District's commitment to providing an educational environment free from sexual harassment as defined by board policy.

### **Reporting Procedure**

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the District, should promptly report the facts of the alleged incident(s) and the name of the individual involved to any adult staff member with whom they feel comfortable, and that person shall report the incident to the Site Principal, Superintendent, or Designee. If the Site Principal or a Board member is the alleged harasser, that person shall report the incident to the Superintendent, and if the Superintendent is the alleged harasser, that person shall report the incident to the Board President. The employee who has knowledge of a student allegation of sexual harassment is required to report to the site administrator within three (3) business days.

Students may, at any time during the process, bring an advocate to support them in meeting with the site administrator or other staff. The site administrator or designee will gather the information from the student to complete the Sexual Harassment Incident Report. A copy of the report will be forwarded to the Superintendent and the parent(s), who will also receive a copy of the District policy on Student Sexual Harassment.

### **Confidentiality**

The site administrator will inform the student making the report that the allegation and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. In addition, witnesses and those interviewed shall be informed of the confidential nature of the issue and the investigation as well as the reason for confidentiality. Anyone violating confidentiality by disclosing the nature of the allegation or the investigation to others shall be subject to disciplinary action.

### **Retaliation**

The initiation of an allegation of sexual harassment by a student will not adversely affect grades, class section or other matters pertaining to his or her status in any District program. The site administrator or designee will inform all parties that retaliation is illegal and that an allegation of retaliation, following a report of sexual harassment shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

### **Time Limits**

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place. Students wishing to report allegations to additional agencies, such as the U.S. Office for Civil Rights, should know that this agency follows a 180-day time limit for reporting alleged incidents of sexual harassment.

### **Informal Process**

Upon receipt of a complaint either verbally or in writing, the complaining party will be advised of their right to explore resolution of the matter by way of an informal mediation process. If the complaining party wishes to use the informal process, the Site Principal or designee in consultation with the Superintendent shall set up a process. If the complaining party or accused is not satisfied with the process or conclusion, the investigation procedure shall be initiated.

If the complaining party does not wish to participate in the informal process, the investigation procedure will be initiated.

### **Investigation Procedure**

All complaints shall be investigated if not resolved by way of the informal process.

All investigations of allegations of sexual harassment shall be handled promptly, in a serious, sensitive, and confidential manner. Although the student who believes he/she has been sexually harassed is not required to confront the person who is engaging in the unwelcome and unsolicited sexual conduct, the investigator should determine if the student has informed the person engaging in the behavior that the behavior is offensive and must stop.

1. The investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegation, in accordance with Board Policy, and they will be given an opportunity to respond.
2. The investigator shall inform all parties, including the student making the allegation, witnesses, and the accused, of their rights, including the fact that the student making the allegation and witnesses will not be retaliated against and the confidential nature of the allegation and investigation. The person accused shall not receive a copy of the complaint but shall be informed of the allegations. The name of the complaining party shall remain confidential to the extent possible. The accused will be given a copy of Board Policy.
3. The investigator shall, conduct an investigation to determine if the allegation of sexual harassment is supported. The investigation findings shall be filed within twenty (20) school days from the date the student made the allegation with the Superintendent. A summary of the findings shall be mailed to the student who reported the harassment, their parent(s), and the person accused and their parent if the accused is a student.
4. When the site principal, Superintendent or designee, determine that sexual harassment has occurred, and disciplinary action is necessary, they will determine what course action is appropriate. Depending upon whether the harasser is a student, staff member, or agent of the District, appropriate disciplinary action will be taken.



5. Any student report of assault and/or physical battery that is gender based or sexual in nature shall be reported to the police for investigation.

### **Disciplinary Action**

Students who are found to have engaged in sexual harassment may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with Board Policy and state law. Suspension and recommendations for expulsion must follow applicable law.

Staff members who are found to have engaged in sexual harassment of students will be subject to discipline up to and including dismissal. Such disciplinary action shall be determined by site and District Administration in accordance with applicable policies, laws, and/or collective bargaining agreement.

Agents of the District who are found to have engaged in sexual harassment of students will be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

In identifying appropriate disciplinary action, note that repeated incidents following intervention, intensity of the behavior, and multiple victims will yield more severe penalties. Disciplinary actions may include oral warnings, written warnings, mandatory training, counseling, suspension, transfer, demotion, or termination of employees, and expulsion for students.

### **Appeal Procedures**

The appeal timeline is set forth in Policy. Upon receipt of an appeal, the Board shall schedule a special meeting to hear the appeal.

Regulation     NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT

approved: February 9, 2010   McKinleyville, California

revised: January 14, 2014

## Hate-Motivated Behavior – BP 5145.9

The Board of Trustees affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Safety – AR 5142

### Procedures for Safe Ingress and Egress

#### Activities with Safety Risks

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

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Snow trips
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

#### Laboratory Safety

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

#### Hearing Protection

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

#### Eye Safety Devices

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



Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Conduct – BP 5131

### School Discipline

The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment of students or staff, including bullying, intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

4. Damage to or theft of property belonging to students, staff, or the district
5. Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty in school work or on tests

8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs in accordance with Board policy and administrative regulation, and contact with local law enforcement as appropriate.

Students also may be subject to discipline in accordance with law, Board policy, and administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

#### **Possession of Cellular Phones and Other Mobile Communications Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

#### **Bullying/Cyberbullying**

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students instruction in the classroom or other school settings that promotes communication, social skills, and assertiveness skills and may involve



parents/guardians, staff, and community members in the development of strategies to prevent and respond to bullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Student Disturbances – BP 5131.4

The Board of Trustees desires to provide orderly campuses that create a positive school environment and are conducive to learning. When students initiate or are involved in a campus disturbance that has the potential to threaten the safety of students or staff, the Superintendent or designee may request law enforcement assistance.

The Superintendent or designee and the principal of each school shall establish a school disturbance response plan that is intended to curb disruptions which may lead to riots, violence, or vandalism at school or at school-sponsored events. In developing each school's plan, the Superintendent or designee shall consult with local law enforcement authorities to create guidelines for law enforcement support and intervention.

Staff are encouraged to be alert to conditions at school that may lead to a disturbance, such as racial or cultural conflict, student protests, or gang intimidation and confrontations. Staff who believe that a disturbance is imminent, or who see a disturbance occurring, shall immediately contact the principal and invoke the school disturbance response plan.

Students who participate in a campus disturbance shall be subject to disciplinary action in accordance with Board policy and administrative regulations.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Student Disturbances – AR 5131.4

### Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

1. Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight
2. Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- a. Organizing or participating in unauthorized assemblies on school premises
- b. Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- c. Interfering with or unauthorized use of the district's computer system
3. Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel
4. Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence.

### Extension of Class Period and/or Dismissal of School

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

The principal may also request that the Superintendent dismiss school in accordance with the school disturbance response plan.

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Weapons And Dangerous Instruments – AR 5131.7

Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Knives: any dirks, daggers or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 3-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915)
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
4. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun (Penal Code 626.10)
5. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
6. Any imitation firearm, defined as 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 (Education Code 48900)

If an employee knows that a student possesses any of the above devices, he/she shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

The principal shall report any possession of a weapon or dangerous instrument, including imitation firearm, to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010

## Gangs – BP 5136

The Board of Trustees desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Discipline – BP 5144

The Board of Trustees desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Discipline – AR 5144

### Site-Level Rules

In developing site-level disciplinary rules, the school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For high schools, students enrolled in the school

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. Each school shall file a copy of its rules with the Superintendent or designee.

The rules shall be consistent with law, Board of Trustees policy and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Disciplinary strategies provided in Board policy, regulation and law may be used. These strategies include but are not limited to:

1. Referral of the student for advice and counseling
2. Discussion or conference with parents/guardians
3. Recess restriction
4. Detention during and after school hours
5. Community service
6. Reassignment to an alternative educational environment
7. Removal from the class in accordance with Board policy, administrative regulation and law
8. Suspension and expulsion

### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)

### **Recess Restriction**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

### **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during nonschool hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

### **Notice to Parents/Guardians and Students**



At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline.  
(Education Code 48980)

Regulation Northern Humboldt Union High School District

Approved: February 9, 2010



## Bullying/Cyber Bullying – BP 5145.10

### Preventing Bullying

The Board of Education strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the Northern Humboldt Union High School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

The District and each of its school sites work to prevent all forms of bullying. As research indicates, proactive responses that include the following techniques can be effective for preventing bullying:

Raising awareness of bullying

Formation of a bullying prevention committee

Clear definitions of bullying and that it is not acceptable Implementation of bullying prevention policies

Training of all stakeholders for appropriate response to bullying Providing counseling for bullies, targets, and parents/guardians Regular review of an effective anti-bullying program

1. All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying and cyber bullying in violation of this policy shall be subject to appropriate discipline.
2. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
3. School personnel that witness bullying or cyber bullying shall take immediate steps to intervene when safe to do so.
4. Complaints of bullying and cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The District shall annually inform students that bullying and cyber bullying of students will not be tolerated.

#### **Definitions**

Bullying shall mean unwelcome, pervasive and/or severe, verbal, written or physical conduct directed at a student or staff member by a student that has the effect of any or all of the following:

1. Physically, emotionally or mentally harming a student or staff member;
2. Damaging, extorting or taking a student's or a staff member's personal property;

3. Placing a student or staff member in reasonable fear of physical, emotional or mental harm;
4. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or,
5. Creating an intimidating and/or hostile environment that substantially interferes with a student's educational opportunities or the ability of a staff member to perform his or her duties.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting an inappropriate or derogatory email message, telephone message, instant message, text message, digital picture or image, or website posting (including an individual or collective blog) which has the effect of the following:

1. Physically, emotionally, or mentally harming a student or staff member;
2. Placing a student or staff member in reasonable fear of physical, emotional, or mental harm;
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property; or,
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or a staff member's ability to perform his or her duties.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be subject to appropriate staff intervention, which will result in administrative disciplinary measures and notification of appropriate authorities.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

#### **Delegation of Responsibility**

1. Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying while maintaining a proactive approach utilizing research proven techniques for bullying prevention.
2. Each student shall be responsible to respect the rights of his/her fellow students and those of staff members and to ensure an atmosphere free from all forms of bullying and cyber bullying.
3. Students shall be encouraged to report bullying and cyber bullying complaints to any staff member.
4. Any staff member who receives a bullying or cyber bullying complaint shall gather information and immediately seek administrative assistance to determine if bullying and/or cyber bullying has occurred. If the behavior is found to meet the definition of

bullying and cyber bullying, the principal or designee will take the appropriate disciplinary action.

5. The principal or designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.

#### **Complaint Procedure**

Upon receiving a complaint of bullying or cyber bullying, the principal or designee shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.3 – Nondiscrimination/Harassment. Where the principal or designee finds that bullying or cyber bullying has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, a recommendation for expulsion and/or notification to the appropriate authorities.

Approved: June 26, 2012

Revised: September 12, 2012

## Positive School Climate – BP 5137

The Board of Trustees desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

Policy Northern Humboldt Union High School District

Adopted: February 9, 2010

## Dangerous, Violent, Or Unlawful Activities

### Assessment and Response Procedures

#### **SB 671**

SB 671 requires a Comprehensive School Safety Plan to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school.

#### **Multidisciplinary Threat Assessment Team**

Northern Humboldt Union High School District uses a multidisciplinary threat assessment team consisting of a site administrator, a law enforcement officer, a school mental health professional, and other outside agencies as needed.

#### **Assessment and Response**

Prohibited and concerning behaviors are defined in California Education Code 48900 and 48915. Additionally, all threats of self-harm are assessed and acted upon, as needed. In cases where dangerous, violent, or unlawful activities are being conducted, Law Enforcement is notified at once and a call to 911 is made.

The threshold of law enforcement intervention is decided by the relevant administration in cooperation with law enforcement and mutual aid, if requested. In practice, we determine if a real or possible threat is present. If a threat is present, we evaluate the threat or possible threat based upon prohibited and concerning behaviors, responding appropriately to the incident.

#### **Risk Management**

Risk Management is notified in incidents where there is physical, property or damage to others. Additionally, Risk Management is involved if a security assessment or report is needed. There may be times, following a potential or real incident, that an after-action debrief might be conducted, including a written summary.

#### **School Culture and Training**

Northern Humboldt Union High School District utilizes a Multi-Tiered System of Support (MTSS) to address the whole-child needs of every student. To address behavioral needs, as well as to foster a positive school climate and culture, we use Positive Behavior Interventions and Supports (pbis.org).

Northern Humboldt Union High School District conducts an annual update to their Comprehensive Safe School Plan at each school site as required by the California Education Code.

Training for all staff is conducted during annual site meetings by administrators and/or district representatives.

## Opioid Overdose Protocol – Melanie’s Law

### Student Overdose or Possible Overdose Protocol

Current law (Education Code section 49414.3) allows schools to provide emergency opioid antagonist administration for individuals who may be experiencing symptoms of opioid drug poisoning. Opioid drug poisoning is a life-threatening condition that can be reversed with the administration of an opioid antagonist medication such as naloxone. Without immediate administration of an opioid antagonist and summoning Emergency Medical Services (911), death could occur.

This law allows for a school nurse or a trained volunteer to administer an opioid antagonist medication to an individual who is exhibiting potentially life-threatening symptoms of opioid drug poisoning. Training is provided to the volunteer on topics including but not limited to:

- Signs and symptoms of opioid drug poisoning
- How to administer the naloxone nasal spray (or other opioid antagonist)
- Calling EMS (911) and any follow up documentation or actions required.

\*CPR training is recommended but not required of persons trained to administer an opioid antagonist.

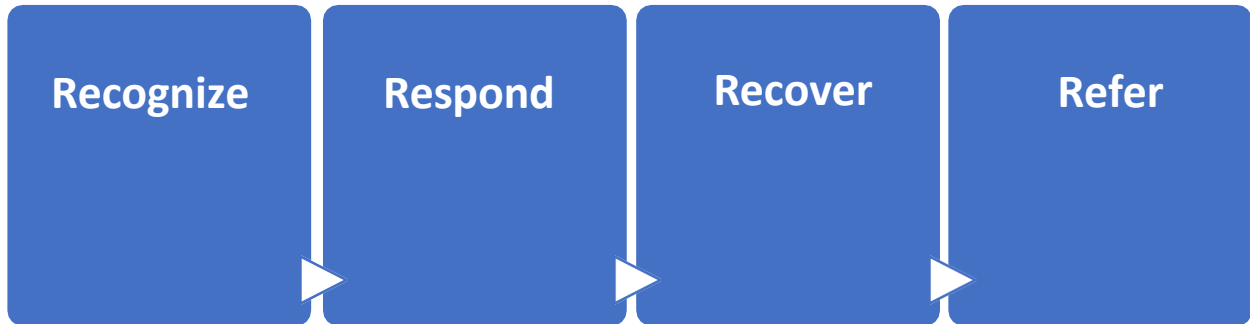
Staff members who volunteer to be trained are protected under the law and will be provided defense and indemnification by the Northern Humboldt Union High School District for any and all civil liability.

This notification is provided annually to all staff. If staff are willing to be identified as a volunteer and be trained, staff complete the volunteer form and submit it to their site administrator.

Employees who volunteer to be trained may rescind their offer to volunteer at any time. No benefit will be granted to or withheld from any individual based on his or her offer to volunteer. There will be no retaliation against any individual for rescinding his or her offer to volunteer, including after receiving training.



## Student Overdose or Possible Overdose Procedures (The 4 Rs)



1. Recognize	2. & 3. Respond and Recover	4. Refer
<ul style="list-style-type: none"> <li>• Unconscious</li> <li>• Unresponsive</li> <li>• Not breathing or erratic</li> <li>• Choking/gurgling</li> <li>• Vomiting</li> <li>• Limp Body</li> <li>• Face pale and clammy</li> <li>• Fingernails/lips blue</li> <li>• Light skin-Bluish/Dark skin-grayish</li> </ul>	<p><b>Give Narcan and call 9-1-1</b></p> <ul style="list-style-type: none"> <li>• Report event and time Narcan was given</li> <li>• Report condition of victim</li> </ul> <p><b>Be Ready</b></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> dose if no improvement after 2 minutes</li> <li>• CPR or Rescue Breathing if no heart rate or breathing stops</li> </ul> <p><b>Stay</b></p> <ul style="list-style-type: none"> <li>• Stay with victim until EMS arrives</li> <li>• Begin CPR/Rescue Breathing if needed</li> <li>• Place person on rescue position (side)</li> <li>• Reassure victim EMS is on the way</li> </ul>	<ul style="list-style-type: none"> <li>• Complete naloxone administration form.                             <ul style="list-style-type: none"> <li>○ School nurse can help</li> </ul> </li> <li>• Complete emergency report                             <ul style="list-style-type: none"> <li>○ Submit to administrator</li> </ul> </li> <li>• Debrief with staff                             <ul style="list-style-type: none"> <li>○ Review response to opioid overdose</li> </ul> </li> <li>• Recommend follow up support services                             <ul style="list-style-type: none"> <li>○ Mental Health</li> <li>○ Counseling</li> <li>○ Primary Health Provider</li> <li>○ Drug Use Counseling</li> </ul> </li> <li>• Restock Naloxone and document                             <ul style="list-style-type: none"> <li>○ Nurse’s Office on Site</li> </ul> </li> </ul>

## Narcan/Naloxone on School Sites:

Each school site is given Narcan/Naloxone packages for overdose or possible overdose events. These complete packages contain:

- Narcan Nasal Spray
- Narcan/Naloxone Quick Start Guide
- Gloves
- Face Mask
- Adult/Child CPR Rescue Mask Kit
  - Alcohol Pads
  - Rescue Mask Instructions
- Narcan/Naloxone Administration Report



(For additional supplies, please contact the District Office.)

## Individualized Safety Plans

The Education Code requires school disaster procedures to also include adaptations for pupils with disabilities in accordance with the federal Individuals with Disabilities Education Act and Section 504 of the federal Rehabilitation Act of 1973, and would require the annual evaluation of the comprehensive school safety plan and the annual review of a charter school's school safety plan to also include ensuring that the plan includes appropriate adaptations for pupils with disabilities and address any concerns to individual plans, as specified.

### Our School's Individualized Plans

None Requested

## Drills, Training, and Exercises

The District understands the importance of drills, training, and exercises in planning for and managing an incident. To ensure that District personnel and community first responders are aware of their duties and responsibilities under the Emergency Operations Plan and incorporate best practices, the following training, drill, and exercise actions will occur.

See District Emergency Drill Schedule for current academic year. Records are maintained at each site.

### Student Safety – Drills, Training, and Exercises

<b>Active Assailant Drill (Run, Hide, Fight)</b>	Provide this training for adult employees only, at least once per year, and it should be all-inclusive, addressing the Run, Hide, Fight protocols outlined by the FBI.
<b>Earthquake Drill</b>	Elementary Schools – one time per quarter Secondary Schools – one time per semester Education Code Requirements (excerpted) (II) A drop procedure whereby each pupil and staff member take cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
<b>Evacuation Drill</b>	This drill should be done one time per semester and can be combined with the Lock Down Drill (Fire Code 403.5.2 indicates the first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of class)
<b>Fire Drill(s)</b>	Elementary and Intermediate Schools – not less than once every calendar month Secondary Schools – not less than twice yearly Legal Requirement: 19 CCR § 3.13 § 3.13. Fire Drills. (a) Group E Occupancies. (1) General. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school shall cause the fire alarm signal to be sounded upon the discovery of fire. Every person and public officer managing, controlling, or in charge of any public, private, or parochial school, other than a two-year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month at the elementary and intermediate levels, and not less than twice yearly at the secondary level, in the manner prescribed in California Code of Regulations, Title 24, Part 2, Section 907.
<b>Lock Down Drill (2)</b>	This drill should be done one time per semester and can be combined with the Evacuation Drill



# Functional Annex

## Accounting for all Persons

### Attendance Records

It is our daily practice to maintain manual attendance records in the Administrative Office of each site. This includes Daily Attendance Records, Site Employee Logs, Visitor Logs, and Itinerant Employee Logs (such as food services, maintenance and operations, etc.). If there are contractors or contracted service workers on-site in a controlled location (such as fenced areas under construction) the employer of record should be advised to consider keeping their own records of employee locations.



### Crisis or Incident Accounting

In the event of a crisis or incident, each site administrator will ensure there are 2 – 3 key employees (only one needs to have control of records at a time – additional staff are only for backup) who will have responsibility as scribes to collect all site attendance records from the administrative office.

These records are to be provided to the on-site incident commander upon request. It is the scribe's responsibility to maintain and protect these records.

In cases where students, staff, or visitors cannot be located, the name and description of the person(s) will be provided to Search and Rescue teams for more specific search. All records of searches and tracking of people on-site will be recorded in appropriate ICS log. The incident commander will be kept informed of attendance status and updated with changes.

### Assembly Areas

All staff will report as soon as is possible to their predesignated assembly areas. Premade signs may be used and maintained in assembly kits to assist in identifying specific assembly areas and will be held so as to be easily identified. Assembly area facilitators will distribute/record the attendance of all individuals in their assembly area.

For shelter-in-place or any evacuation, either on-site or off-site, attendance will be taken at any assembly areas and a comparison made to the attendance logs as follows:

- Student Daily Attendance
- Site Employee Log
- Visitor Log
- Itinerant Employee Log

## Student Release

Student release will be conducted in an orderly fashion as outlined in the Reunification Annex of this plan. Attendance records will be checked and recorded as students leave the site.



## Communications

### Purpose

The Communications Annex ensures the availability and coordinated use of our communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and for the coordination of communications with local response agencies.



### Scope

When activated, the Communications annex coordinates and supports emergency response/recovery telecommunications requirements. This includes the interface between our District and other agencies and outside organizations, such as local, state, and federal government, private nonprofit organizations, and business/industry. Immediately report communications degradation, interruption, or failure by alternate means (e.g. cell phone) to the Communications Officer and/or the District's Emergency Operations Center (EOC) if activated.

### Activation

The senior executive (or designee) determines whether to activate this annex based upon information from initial staff reports and local authorities. The local emergency communications plan will include:

- Channel designations
- Contingency communications procedures
- Training in back-up communications equipment

### Key Tasks/Responsibilities

- Develop a local communications plan
- Establish and maintain liaison with local response agencies, state agencies, commercial communications companies, and amateur radio organizations
- Support communications equipment (radio, computer, fax, etc.) as needed
- Provide communications capability
- Maintain equipment inventory
- Designate a centrally-located area (usually main office) easily identified by staff, media, and the public
- Predetermine an alternate location in case the primary location is inaccessible
- Establish communication with staff
- Maintain telephone and radio communication with emergency services
- Post rumor control and information on the internet and in an area accessible to our students and the community

Record emergency related incidents

Maintain communication with staff by whatever means available (SMS text messaging, audio alarm warning system, intercom, bullhorn, canned air horn, two-way radio, e-mail, written notices)

## Internal Communications

Staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information internally when appropriate:

### **Alert Notifications (SMS Texting)**

In most cases our alert notification systems (InTouch and Informacast) will be used to activate and communicate within our emergency management system (following our Emergency Operations Plan). It may also be used to activate and manage our Emergency Operations Center (EOC).

### **Telephone Tree**

A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at their primary work location. The tree originates with the senior site official, who contacts the members of the Incident Management Team. Team members then, in turn, will contact groups of staff identified on their call list.

### **Staff Meetings**

As appropriate, updated information about an incident will be presented at regularly scheduled staff meetings. In some cases, special staff meetings may be called as incident evolution requires. Staff will also have the opportunity to address any misinformation or rumors. Any new procedures or temporary changes will also be reviewed at this time.

### **Communication With the District Administrative Office**

The Incident Commander will use the designated countywide Emergency Radio Network to notify the site administrator of our District's status/needs. The site administrator will notify the District office. The District office will notify the County Office of the status of all of the District's sites. He/she will designate staff member(s) to monitor all communications.

## Activation

### Concept of Operations

The senior executive (or designee) determines whether to activate this annex based upon information from initial staff reports and local authorities. When activated, the Communications annex coordinates and supports emergency response/recovery telecommunications requirements

Immediately report communications degradation, interruption, or failure by alternate means (e.g. cell phone) to our District's Emergency Operations Center (EOC) if activated or the Communications Officer

The local emergency communications plan will include channel designations, contingency communications procedures, and training in back-up communications equipment.

## Continuity of Operations (COOP)

### General



Continuity of Operations planning is a program that ensures continued performance of essential functions across a full range of potential emergencies, be they natural or man-made, when a significant interruption of operations occurs following a severe disaster or tragedy.

A COOP provides guidance and establishes responsibilities and procedures to ensure that essential functions are maintained. COOP is not the same as an Emergency Operations Plan or a Recovery Plan, but rather supplements it, in the event normal facility or human resources are not available.

A COOP provides a continuity infrastructure that through careful planning ensures:

- Emergency delegation of authority and an orderly line of succession, as necessary.
- Safekeeping of essential personnel, resources, facilities, and vital records.
- Emergency acquisition of resources necessary for business resumption.
- The capability to perform critical functions remotely until resumption of normal operations.

A District's COOP plan should allow for its implementation anytime, with or without warning, during normal and after-hours operations; providing full operational capability for essential functions no later than 12 hours after activation; and sustain essential functions for up to 30 days.

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the District after an incident that results in disruption of normal activities or services to the District. Failure to maintain these critical services would significantly affect the operations and/or service mission of the District in an adverse way.

### Scope

It is the responsibility of the District's officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery process.

The COOP procedures outline actions needed to maintain and/or rapidly resume essential operations, business, and physical services, when interrupted for an extended period of time following an incident.

### Responsibilities

Designated District Staff, in conjunction with the affected administrator(s) and staff, will perform the essential functions as follows:

#### **Senior Executive/Site Administrator**

- Determine when to close District, and/or send students/staff to alternate locations

- Disseminate information internally to students and staff
- Communicate with family, media, and the larger community
- Identify a line of succession, including who is responsible for restoring which business functions for the District
- Ensure systems are in place for rapid contract execution after an incident
- Identify relocation areas for site and administrative operations
- Create a system for registering students (off site or into alternative locations)
- Brief and train staff regarding their additional responsibilities
- Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations
- Identify strategies to continue operations (e.g., using the Internet, providing alternatives to operational contingencies)
- Work with local and state government officials to determine when it is safe for students and staff to return to the District's buildings and grounds
- Manage the restoration of the District's buildings and grounds (e.g. debris removal, repairing, repainting, and/or landscaping)
- Collaborate with private and public-sector service providers and contractors

### **Administrative Services, District Staff**

- Maintain inventory
- Maintain essential records (and copies of records) including the District's insurance policy
- Ensure redundancy of records is kept at a different physical location.
- Secure District's equipment and materials in advance.
- Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records.
- Retrieve, collect, and maintain personnel data
- Provide accounts payable and cash management services

### **Administrative Support Staff**

- Establish necessary support services for students and staff
- Implement additional response and recovery activities according to established protocols
- Collaborate with public and private providers

### **Food Services Worker**

- Determine how food services will resume
- Support staff and volunteers as much as possible

### **Transportation**

- Provide emergency transportation services as needed
- Assess and implement alternative transportation services that may be necessitated

## Evacuation

### General

Evacuation is one means of protecting the staff, students and visitors from the effects of a hazard through the orderly movement of person(s) away from the hazard. The type and magnitude of the emergency will dictate the scale of an evacuation (i.e., evacuation area).



### Concept of Operations

Evacuation orders are generally given by the following:

- Local Police
- Environmental Health & Safety
- Facilities Services
- Administrator, director, or building supervisor
- Fire Department with jurisdiction
- Any person identifying a hazard and by activating the fire alarm system via a fire alarm pull station

### Evacuation Procedures

- Evacuation will be initiated by means of the fire alarm system or Informacast PA emergency alerts. Whenever the alarm is sounded all occupants of all buildings are to initiate the evacuation procedure.
- Take the Incident Action packet/binder which has a current class list and a red/green 8½ x 11 card (red on one side and green on the other side)
- Close all doors and windows. (DO NOT LOCK DOORS)
- Follow the safest evacuation route to the assembly or safe dispersal area.
- Teachers are to take roll and make certain no one reenters the building for any reason.
- If all students are present with staff member, staff will hold up the GREEN sheet to acknowledge to responsible incident management person that all students are present.
- Support staff who have regular schedules with students need to have a green and red card also. If all students who are regularly scheduled are in their care and custody, they are to raise the green card, so staff member and responsible incident management person can see.
- Staff members are to raise the red card even if they think a student is with support staff so responsible incident management person can account for those students.
- If a student is not present, the staff member will hold up the RED card and wait for the administration to contact him/her to see who is absent. The responsible incident management person will coordinate the search for the missing student.
- Students should remain 30 – 50 feet away from any building.
- Students are to remain in groups, until the all clear signal is given.

## On-Site Evacuation

The Incident Commander or designee activates fire alarm or applicable Informacast PA emergency alert.

All staff follow the Evacuation Procedures identified above.

Once assembled, building occupants remain in their designated assembly or safe dispersal area until further instructions are given.

Reentry is only authorized after it is determined that conditions and buildings are deemed safe by appropriate incident management staff.

## Off-Site Evacuation

If it is determined that the buildings and area are not safe for occupation and that the On-Site Evacuation locations are also at risk, the appropriate incident management staff will initiate an Off-Site Evacuation.

The Incident Commander or designee determines safest method for evacuating the site. This may include use of buses or simply walking to designated off-site location.

Staff members secure the student roster when leaving the building and take attendance once group is assembled in pre-designated safe location.

Once assembled off-site, staff members and students stay in place until further instructions are given.

In the event clearance is received from appropriate agencies, Incident Commander may authorize students and staff to return to buildings.

## Evacuating Students with Disabilities

Procedures and actions regarding the special needs' population should cover the evacuation, transportation and medical needs of students who will require extreme special handling in an emergency. In most cases, additional safeguards must be established regarding roles, responsibilities and procedures for students with physical, sensory, emotional and health disabilities.

The following are steps that cover the evacuation procedure of student(s) with disabilities:

- Review all paths of travel and potential obstacles

- Know the facility, grounds, paths, exits and potential obstacles

- Determine the primary and secondary paths of exit to be used during emergencies

- Individuals with mobility impairments will need a smooth, solid, level walking surface, an exit that avoids barriers such as stairs, narrow doors and elevators and guardrails that protect open sides of the path

- Compile and distribute evacuation route information to be used during emergency operations

- Include alternative evacuation route information, should the primary route be inaccessible due to damage or danger

- Install appropriate signage and visual alarms

Place evacuation information indicating primary and secondary exits in all offices, rooms, multipurpose rooms, hallways/corridors, lobbies, bathrooms and cafeterias. For passages and doorways that might be mistaken for an exit, place visible signs that proclaim, “NOT AN EXIT”

Place emergency notification devices appropriate for each student

Post signage with the name and location of each area so that the students will know exactly where they are, in order to comply with ADA (American’s with Disabilities Act) Accessibility

### **Buildings and Facilities Signage Requirements**

Approximately 60 inches above the floor

In a location that is not obscured in normal operation such as a swinging door

In all primary function areas

## **Preparation and Planning**

Identify the students and staff with special needs and the type of assistance they will require in an emergency

Allow visitors to self-identify on a sign-in log if they have special evacuation needs

Discuss evacuation issues with the staff members and caretakers of students with special needs, including individuals, who may be temporarily disabled (i.e. a student with a broken leg)

Train staff in general evacuation procedures

Review the areas of rescue, primary exits, evacuation techniques, and the locations and operation of emergency equipment

Provide in-depth training to those designated to evacuate students with special needs

Train the staff for proper lifting techniques when lifting a person for evacuation

Anyone can assist a student with a visual impairment

Check on each special needs student to assure he/she is accounted for during an evacuation

Review the plan with emergency response personnel, including local police, fire and emergency medical technicians

Identify “areas of rescue” in our site for students to wait for evacuation assistance from emergency personnel

Before operations begin in the Fall, walk around the site with first responders so that they are familiar with the primary exits and all areas of rescue; these areas must meet specifications for fire resistance and ventilation

Review with first responders how they will support the students and staff with special needs during an emergency

Complete all contracts and Statements of Understanding with key emergency support providers

Ensure that sufficient transportation capacity exists with transportation providers, partner agencies, and suppliers to effectively meet the demand in an emergency

Identify transportation contracts through the District in case of an emergency; Emergency response for special needs requires special vans and special equipment

Specify who will do what to address these transportation needs

Develop a list of District-owned vehicles, staff vehicles that are available and make prior arrangements for their use in the event of an emergency



Review the evacuation plan with students and staff to be familiar with the process and identify any problems

Practice implementation of special duck and cover actions by students with able-bodied partners  
Students should be aware that evacuation by themselves may be difficult or impossible because of obstacles in their path or because electric dependent machines may not function (i.e. elevator)

Special pre-planned assistance must be provided and reviewed regularly

## Lockdown (Deny Entry or Closing)

### General

A District or school site lock down is necessary when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, students are to remain in rooms or designated locations at all times.



### Instructions

If a lock down situation is required, the Site Administrator will make an announcement on the Public Address (PA) system, or a recording will be played with lockdown directions. If the PA system is not available, the Site Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The Site Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the Site Administrator:

**“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION. STAFF ARE TO LOCK ROOM DOORS UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. STUDENTS AND STAFF ARE TO PROCEED TO THE NEAREST ROOM OR BUILDING. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”**

If inside, staff should instruct students to lie on the floor, move away from doors and remain in the center of the room out of the line of fire, lock the doors (if possible), and close any shades or blinds if it appears safe to do so. Students and staff who are physically unable to lie on the ground should move away from doors and windows.

If outside, students should proceed to their rooms if it is safe to do so. If it is not safe, staff must direct students into nearby rooms or other District buildings (e.g., auditorium, library, cafeteria, and gymnasium).

District staff and students must remain in their room or secured area until further instructions are provided by the Site Administrator or law enforcement.

Landline phones should not be used. District staff should use cell phones and speak quietly. All site entrances and exits must be locked, and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on the site.

Secretaries will text teachers for attendance purposes, if possible and reasonable.

Staff and students are not to open the door for anyone; law enforcement will have keys in order to open doors.

Staff and students should anticipate that law enforcement will check doors by jiggling the handle as they are “clearing” the campus; if a door is unlocked, law enforcement will likely enter the room, possibly with guns drawn.

Staff are not to allow students out of the classroom until given the “all clear.” (Emergency buckets may be used as a toilet in an emergency.)

Students may not be picked up from school or leave campus during a lockdown.

## Public, Medical, and Mental Health

### General

Establishment of public, medical, and mental health procedures, will assist the District in preparing for, responding to, and recovering from an incident that affects the health and safety of students, staff, and family. Furthermore, coordination with Public Health agencies, Emergency Medical Services (EMS), and Mental Health support services will broaden their capacity to deal with these incidents by providing the District with resources beyond their existing expertise and training.



### Public Health

#### Procedures

- Designate District Medical Manager and/or other key personnel as the individual(s) responsible for coordinating incidents such as disease outbreaks, bioterrorism, and natural disasters with local, State, and Federal Public Health agencies.
- Coordinate with local, State, and Federal Public Health agencies on information sharing protocols.
- Develop procedures for reporting information to local, State, and Federal Public Health agencies.
- Contact local Public Health agency to determine notification procedures for students/family, staff, and public, if necessary.
- Send out any required notification to students/family, staff and public as required.
- Establish a dedicated contact phone number for questions and concerns.
- Coordinate with local, State, and Federal Public Health agencies, for assistance with managing large scale incidents or incidents beyond the District's resources.

### Medical Health

#### Procedures

- Designate District Medical Manager and/or other key personnel as the individual(s) responsible for coordinating incidents involving students or staff injuries or illnesses
- Provide CPR/First Aid/AED to all staff designated to work in medical capacity
- Establish a triage area for injured students and staff
- Separate walking wounded, critically injured and deceased individuals (Keep a log of names of these individuals)
- Keep a record of students and staff that are transported off-site for treatment.
- Coordinate with local Emergency Medical Services (EMS) agencies for assistance with large scale incidents or incidents beyond the District's resources.

## Mental Health

### Procedures

Designate crisis counselors and/or other key personnel as the individual(s) responsible for coordinating incidents with local, State, and Federal Mental Health agencies

Activate crisis counselors during the incident to begin identifying students and staff that require assistance

Keep a log of individuals counseled or that require counseling following the incident

Notify students, family, and staff of counseling services available

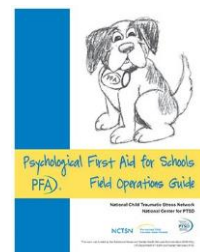
Coordinate with local, State, and Federal Mental Health agencies, for assistance with large scale incidents or incidents beyond the 's resources.

### Psychological First Aid for Schools (PFA-S)

The field of school safety and emergency management has evolved significantly over the past decade. Tragically, acts of violence, natural disasters, and terrorist attacks have taught us many lessons. We also know that other types of emergencies can impact schools, including medical emergencies, transportation accidents, sports injuries, peer victimization, public health emergencies, and the sudden death of a member of the school community. We now recognize the need for school emergency management plans that are up-to-date and take an “all-hazards” approach with clear communication channels and procedures that effectively reunite parents and caregivers with students. We have also learned that preparing school administrators, teachers, and school partnering agencies before a critical event is crucial for effective response, the value of ongoing training and emergency exercises, and that having intervention models that address the public health, mental health, and psychosocial needs of students and staff is essential to a safe school environment and the resumption of learning. (excerpted from Psychological First Aid for Schools, Field Operations Guide, 2nd Edition)

### Field Operations Guide (FOG)

We use the PFA-S FOG as-needed, to prepare and respond to critical incidents affecting the mental health of our students. <https://www.nctsn.org/resources/psychological-first-aid-schools-pfa-s-field-operations-guide>



## Public Safety and Security

### Purpose

The Public Safety and Security Annex integrates State public safety and security capabilities and resources to support the full range of incident management activities.



### Scope

The Public Safety and Security Annex provides a mechanism for coordinating and providing support to local law enforcement authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during incidents. The Public Safety and Security Annex capabilities support incident management requirements, including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety, in both pre-incident and post-incident situations. The Public Safety and Security Annex generally is activated in situations requiring extensive assistance to provide public safety and security.

### Key Tasks/Responsibilities

Coordinate public safety and security support (including personnel and equipment) to any affected department/agency during preparation for, response to, and/or recovery from any real or potential incident.

- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Private Security Companies

Coordinate critical information dissemination regarding public safety/security through mass warning/notification.

- County Sheriff's Office
- Police Department
- Dispatch
- County Emergency Management
- Facilitate multi-function public safety activities such as evacuation, traffic, looting, and riot control
- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Fire/EMS

## Concept of Operations

Local law enforcement authorities have the primary responsibility for public safety and security and are the first line of response and support in these functional areas, utilizing the Incident Command System on-scene

In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring jurisdictions and/or State authorities, which may require the management of incident operations through a Unified Command structure

Through the Public Safety and Security Annex, outside resources supplement local resources when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System principles and protocols

The Public Safety and Security Annex activities should not be confused with the activities described in the Terrorism Incident Annex or other criminal investigative law enforcement activities

As the lead law enforcement official in the United States, the Attorney General, generally acting through the Federal Bureau of Investigation (FBI), maintains the lead for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States

The Public Safety and Security Annex is activated when public safety and security capabilities and resources are needed to support incident operations

This includes threat or pre-incident as well as post-incident situations

When activated, the primary agencies assess public safety and security needs, and respond to requests for resources and planning/technical assistance from county agencies

The Public Safety and Security Annex manages support by coordinating the implementation of authorities related to public safety and security and protection of property, including critical infrastructure, and security resources and technologies and other assistance to support incident management operations and security capabilities and resources are needed to support incident operations

This includes threat or pre-incident as well as post-incident situations

The Public Safety and Security Annex maintains close coordination with Federal, State, and local officials to determine public safety and security support requirements and to jointly determine resource priorities

The primary agencies maintain communications with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed

## Recovery

### General

When a disaster occurs, it is all too easy to get consumed by the urgent activities and emotions surrounding the event. That is understandable but don't allow the intensity of the incident to distract you from some extremely important actions you should be taking. Keep in mind that no financial assistance will occur until there is a declared disaster by the State and the Federal governments.



Tracking time and material (supplies and equipment specifically used for the disaster) should happen always, regardless of disaster declarations. There is no guarantee that we will get our expenses reimbursed. We are at the mercy of the State and Federal governments. In most cases, however, **labor and materials specific to the disaster response** get reimbursed. Losses already covered by our insurance are typically NOT reimbursed. For example, if an employee is injured our Workers' Compensation would cover the injured employee. If a building was damaged and our insurance does not cover that specific cause of loss there may be a chance it is reimbursable.

### Before – Action Items

- Establish relationships and contact information from our county Operational Area and Coordinating Council (OACC)
- Create and maintain a current contact list with this information and other contact information essential to the Finance/Administration Section of our ICS structure
- Train and practice the Start-up, Operation of, and the Closure of this ICS Section.
- Modify and update our Emergency Operations Plan as necessary

### During – Action Items

Within the very first moments of an incident, begin tracking every employee's and volunteer's time spent on the incident. (Be alert to any announcements from local or State government regarding "Public Assistance" requests or meetings.) Use the form designed for that purpose, the Activity Log (ICS 214). If not readily available, make sure each person is tracking the following:

Incident name

Date

Worker's name

Log each major activity and track start and end times

Don't be concerned with tracking too much – that can be sorted out after the event

This information will need to be transferred onto the Activity Log (ICS 214) before we can apply for Public Assistance funding (this is what they call the State and Federal reimbursement program)



Keep track of ANY disaster-related expenditures for supplies or equipment. It is best to retain copies of priced-out receipts and invoices for possible State and Federal reimbursement. For example, if our facilities may be used as a shelter and we are required to provide custodial services specific to the shelter, toilet paper, paper towels, cleaning material and chemicals would all likely be reimbursable. If our facility were being used as a medical care facility and the HVAC system required filters different than what we would normally use, the cost of the filters (and the labor to change them) are likely reimbursable.

Establish the Recovery Unit in the Finance/Administration Section of our Emergency Operations Center (EOC).

Have all sites or units collect information on their ability to sustain operations.

Develop staffing pattern for the Recovery Unit.

Collect information on damages, duration and impact from the following:

- Utility Providers

- Social, medical and health services

- Transportation routes and services

- Debris issues

- County Government Operations

- Private sector retail and wholesale providers

- Others

Develop initial short term and long-term recovery objectives.

Refer to hazard/threat-specific annexes for information.

Develop information for the PIO on the recovery process and progress.

Develop a plan to assign personnel to sustain the recovery effort

Coordinate with the OACC, other local jurisdictions and the State on their recovery efforts.

While it is best if we already have an established relationship with our county Operational Area Coordinating Council (OACC) contact, we need to identify that individual and the means of communicating with them. We will want them to know who at our District will serve as the contact for emergency incidents. This will serve a couple of purposes:

- It will keep our District “in the loop” and better informed when an incident affecting our District occurs

- It will alert us to any notice of “Public Assistance” informational meetings to learn about getting Federal and State reimbursement for disaster related District activity

If our county’s OACC is overwhelmed with an incident we should reach out directly to our Emergency Services Coordinator at the Governor’s Office of Emergency Services Region Operational Area.

- Ask them to put the District on the list for notification of “Public Assistance” informational meetings

- There are forms that will be exchanged between our District and the OACC or the California Governor’s Office of Emergency Services (they act as our liaison with FEMA)

If our employees and volunteers remain under our direction and control we are responsible for any costs associated with their activities. Should they perform work that they would not

normally do and it is attributable to the disaster we will likely be able to reimburse the labor. Management costs are typically NOT reimbursable.

If our employees and volunteers, or our facilities, are tasked outside of our District we must only do so under the terms of a mutual aid agreement or memorandum of understanding to which the District have agreed, in writing. Make sure we understand when and if risk transfer occurs as it should be clear in these documents. These documents should identify, specifically, what is “covered” and by “whom.” Examples for other agency usage of our facility might include the Fire Department using our facility as a command center for the incident.

Or, local hospitals may be “at-capacity” and need our facility to provide some form of medical or health services. In these cases, (like the case of sheltering) a written request for use of our facilities should be on file or requested prior to allowing the agency to use them. These documents should specify what they will and will not cover in terms of costs related to using the facility. Typically, if an outside agency damages the property or they cause a liability exposure, they are responsible for coverage.

When in doubt, ask for help.

## After – Action Items

Begin closing the Recovery Unit

Assign any open or pending tasks, such as Public Assistance funding or other outstanding receivables or payables, to appropriate staff with specific checkup or due dates

Make sure all Activity Logs and equipment/supply records have been assembled and recorded into the request for Public Assistance from Cal OES and FEMA

Conduct an After-Action debrief within the Finance/Administration Section and include that in the main incident After-Action debrief held by the District

Review our EOP and include any lessons learned or altered actions into the plan for update and redistribution to the emergency management team

Participate in and debriefings provided by our ICS team and close the Recovery Unit

## Resources

[Activity Log \(ICS 214\)](#)

[Cal OES Regional Operations](#)

Form [Cal OES 126](#) – Project Application, California Disaster Assistance Act Program

Form [Cal OES 130](#) – Designation Of Applicant's Agent Resolution For Non-State Agencies

Form [Cal OES 89](#) – Project Assurances For Federal Assistance – Construction Programs

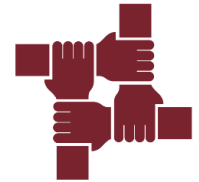
Form [FEMA 009-0-49 9/16](#) – Request For Public Assistance

All links should be verified at least annually and updated. In some cases, expired forms will not be accepted.

## Reunification

### General

Student release is a crucial part of emergency planning. During an emergency or disaster, the traditional student release procedure is often unsafe and therefore not operable. Accordingly, a comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning which is to ensure the safety of the students to every extent possible.



There are a wide variety of emergency situations that might require student/family reunification. Student/family reunification may be needed if the site is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, tsunami, school violence, bomb threat, terrorist attack or other local hazard.

Student/Family reunification is part of the Incident Command System and is assigned to the Operations Area.

### Reunification Procedures

In an emergency, sites must establish a safe area for family members to meet with students. This area must be away from the both the damage and the student's assembly area. In a typical release the following steps will be followed:

- Family member will report to the assigned area and give the name of the student

- Picture ID will normally be required by the person in charge to insure the person requesting a minor is a match to the name on the emergency release card

- A runner will go to the student assembly area and get the minor requested by the parent or adult and escort the student back to the pick-up area

- Parents will be asked to sign a form indicating they picked up the minor (the date and time will also be indicated on the pick-up form)

- If the minor is in the first aid area, the parent will be escorted to that area for reunification with their child/children

- Counselors, when available, will be located close to the first aid area in the event they are needed

### Traffic Control

Traffic may be controlled by trained and authorized employees who meet the requirements outlined in the Manual on Uniform Traffic Control Devices (MUTCD) Part 7, Traffic Control for School Areas. In the absence of this condition, we must wait until local law enforcement is available and on scene at the site.

To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles

As the situation develops there may be time for barricades and other traffic control devices to be delivered and set up

It should be understood this will not occur at the beginning of the incident

When law enforcement arrives on the scene they will take charge and do whatever is necessary, including the towing of vehicles to manage the emergency or disaster

## Maintaining the Procedures

Student rosters should be updated at least twice a year

If enrollment dictates this may be updated more frequently

Updated rosters should be stored in every room in an area easily identified by the both staff and substitutes.

Additional copies of the rosters should be distributed to the site administrator and placed in the back of the emergency plan binder

Emergency cards should be filled out at the beginning of the year

This card should include contact information on family members, as well as other adults who can be contacted if the family member is not available

The card should also indicate who the minor is permitted to leave site with, if necessary

**DO NOT** release students to people not listed on the student emergency card.

A well-intentioned friend may offer to take a minor home; however, District staff must be certain that students are only released to the appropriate people, so their families will know where they are

The card should also include all pertinent medical information such as allergies, medications, and doctor contact information

These cards should be stored in the front office in both hard copy and electronically, if possible

## Things to Remember

Some family members will refuse to cooperate with the student/family reunification process

This situation can be diminished, to some degree, if family members are informed about the District's release procedures before the disaster or emergency occurs

They should be reminded that the safety of their student is our utmost priority

Family members may be emotional when arriving at the site

Have counselors available to deal with issues if needed

Shortly after the incident, the media will have a presence on our site

The Public Information Officer, part of the command staff operating under the Incident Command System, will deal with the media, however, it is important that family be sheltered from media representatives

## Shelter-in-Place

### General

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, or any other external threats, not requiring a lockdown. Shelter-in-place is implemented when there is a need to isolate students and staff from the outside environment and can include the shutdown of room and/or building air systems, if appropriate.



### Description of Action

If an emergency occurs that requires students and staff to Shelter-in-Place, the Site Administrator will make an announcement, or play the pre-recorded announcement on the PA system. If the PA system is not available, the Site Administrator will use other means of communication (e.g., sending messengers to deliver instructions). The Site Administrator should be calm, convey reassuring comments that the situation is under control, and provide clear and consistent directions. Below is an example of an announcement to be made by the Site Administrator:

“YOUR ATTENTION PLEASE. WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY. WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. PLEASE REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. PLEASE REMAIN INDOORS UNTIL FURTHER INSTRUCTIONS ARE PROVIDED.”

If inside, staff should keep students in their rooms until further instructions are given  
If outside, students must proceed to their assigned rooms if it is safe to do so, or next assigned room, if during a break.

If it is determined to be unsafe, staff should direct students into nearby rooms or buildings (e.g., auditorium, library, cafeteria, and gymnasium)

Staff should close and lock doors and windows, and cover windows with available window coverings

Teachers should continue instruction as usual

Staff should contact admin/the office if a student must leave the classroom (i.e. to use the restroom, etc...)

Unless extenuating circumstances exist, such as a medical emergency, students may not be picked up or leave campus

If shelter-in-place is due to airborne contaminants, staff and students who were exposed to outside air should congregate in indoor locations away from individuals who were not exposed to outside air; anyone who is exhibiting symptoms must be treated

Staff is responsible for securing individual rooms and for completing the following procedures as needed, in an airborne pathogen scenario:

Shut down the room/building HVAC (Heating Ventilation and Air Conditioning) system

Turn off local fans in the area

*If necessary, seal gaps under doors and windows with wet towels or duct tape, seal vents with*

Comprehensive School Safety Plan

Section 2 – Policies and Procedures

*aluminum foil or plastic wrap, and turn off sources of ignition, such as pilot lights*

## Situational Awareness

In the U.S., every public agency is expected to address situational awareness and personnel security. Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident. More simply, it is knowing what is going on around us.



### Overview

Situational Awareness requires continuous monitoring of relevant sources of information regarding actual incidents and developing hazards. A common core function of Emergency Operations Centers (EOC) is gaining, maintaining, and sharing Situational Awareness and developing a Situational Picture (SitPic) that is shared between the Incident ICS, EOC, JIS, and field staff participants in the incident.

In the early stages of activation, the EOC will obtain Situational Awareness. This is important because accurate, timely information will enable more informed, effective decision-making. An excellent tool for developing and maintaining this condition of the OODA loop.

### OODA Loop

The OODA loop is the cycle: observe–orient–decide–act, developed by military strategist and United States Air Force Colonel John Boyd in the 1960s. Boyd applied the concept to the combat operations process, often at the operational level during military campaigns. It is now also often applied to understand commercial operations and learning processes.

The OODA loop has become an important concept in emergency management. According to Boyd, decision-making occurs in a recurring cycle of observe–orient–decide–act. An entity (whether an individual or an organization) that can process this cycle quickly, observing and reacting to unfolding events more rapidly than an “opponent,” can thereby “get inside” the opponent’s decision cycle and gain the advantage.

**Observe** – Sensing yourself and the world around you

**Orient** – What you believe: a complex set of filters of genetic heritage, cultural predispositions, personal experience, and knowledge

**Decide** – A review of alternative courses of action and the selection of the preferred course as a hypothesis to be tested.

**Act** – Testing the decision chosen for implementation.

Every employee is a critical link to situational awareness. This annex address the expectations of this District in establishing and maintaining a vital communication and informational internal network. Whether you are in an office environment, inside a building, in the field, or at home, what you observe and absorb are invaluable to our District.

## Prepare

The following list includes the minimum expectations for every employee:

- Develop and maintain a personal family communication plan
  - Use the [Family Emergency Communication Plan – Wallet Sized](#) provided by our District
  - The plan should be completed at hire and updated when any of the information changes but at least annually
  - Share our plan with your family
- Review and familiarize yourself with the District’s Emergency Operations Plan (EOP)
- Prepare a “Go-Bag” for yourself with a 3-day supply of food and water
  - See the “Go-Bag” guide for help in assembling and stocking
- Keep a copy of the District’s *Critical Incident* Field Operations Guide (FOG) with you at all times during work hours

## Field Protocol

Before, during, and after critical incidents there are some basic steps you should take to improve your situation and help others in need:

- If you are operating a vehicle or other equipment, stop your activity as soon as is safely possible (If driving, follow safe driving practices and get maneuver your vehicle without endangering your own or the safety of others)
- Assess the situation using the OODA loop and take appropriate action
- Follow our District’s Communication protocols as outlined in the EOP
- If you are unable to proceed to your primary location ( starting and ending shift worksite) find out if you can return to an alternate site
- If returning to any of these sites proves unreasonable, proceed to the nearest public facility (police or fire station, hospital, local government office) and notify our District of your exact location
- Provide our District’s Emergency Operations Center (EOC) with as much detailed information as possible:
  - Time, Date, and Location of Critical Incident
  - Your condition (unaffected, injured, etc.) and the condition of your equipment
  - Describe the type of incident such as fire, hazmat, earthquake, etc.
  - Provide details on estimate impact in your area (how much loss or damage)

## Disaster Service Worker

As a California public employee, you may be called upon to work as a Disaster Service Worker (DSW) in the event of an emergency. The information contained in the Disaster Service Worker website will help you understand your role and obligations as a disaster service worker, and what to do in an emergency (California Government Code Section 3100-3109).



## Special Needs Population

### Planning Needs and Assumptions

For individuals with special needs, physical environments become a great deal more hostile and difficult to deal with during and after an emergency. The ability to get to accessible exits and personal items may be reduced. Communication may be impeded at a time when clear and rapid communication is crucial to safety and survival.



To comply with statutes involving students with special needs, individuals responsible for evacuation and emergency operation plans, notification protocols, shelter identification, emergency medical care and other emergency response and recovery programs must:

- Have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws
- Know the special needs demographics of the attending students on site
- Involve students with different types of disabilities and staff in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that they will need during an emergency
- Consider emergency accommodations for those with temporary disabilities
- Identify existing resources within the site and local community that meet the special needs of these students
- Develop new community partners and resources, as needed
- Inform family members about the efforts to keep students safe
- Identify medical needs and make an appropriate plan
- Determine transportation needs, special vans, and buses for students
- Identify any necessary tools such as personal response plans, evacuation equipment or visual aids
- Include local responders and establish a relationship with individual students with disabilities and staff

# Hazard/Threat Annex

## Hazard-Threat Assessment

A representative number of participants were selected to participate in the Hazard-Threat Assessment Survey (HTAS). This survey follows best practices in emergency management and is a very important part of updating our Emergency Operations Plan.

This survey was designed to help us prioritize possible threats or hazards we may face. It covers many possible scenarios but is not exhaustive in nature. The survey information generated is invaluable in helping our Emergency Operations Plan Collaborative Planning Team identify the hazards and threats most likely to impact us.

The Collaborative Planning team has selected the following Hazards/Threats to be included in this annex:

- Active Assailant
- Cyber Threat or Attack
- Earthquake
- Extreme Heat and Unhealthy Air Quality
- Fire-Structural
- Fire-Forest, Wildfire, or Urban Interface
- Infectious Disease
- Power and Utility Failure
- Severe Weather
- Tsunami

## HTAS Report

<b>Hazard</b>	[SCORE]	<b>Probability</b>	[SCORE]	<b>Magnitude</b>	[SCORE]	<b>Warning</b>	[SCORE]	<b>Duration</b>	<b>Risk Priority</b>
Fire-Structural	4.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	4.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.4	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.7	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>14.1</b>
Power-Utility Failure	4.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.5	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.3	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.4</b>
Earthquake	4.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.9	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.3</b>
Cyber Threat or Attack	3.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.3	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.3</b>
Fire-Forest, Wildfire, or Urban Interface	3.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>13.0</b>
Active Assailant	3.0	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>12.3</b>
Extreme Heat and Unhealthy Air Quality	4.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.1	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>12.2</b>
Severe Weather	4.0	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.2	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.7</b>
Transportation Incident (Air, Sea, Land)	2.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.6</b>
Infectious Disease	3.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.7	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.6</b>
Hazardous Materials Incident	2.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.4</b>
Bomb Threat or Explosion	2.6	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.5	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.2</b>
Civil Disobedience or Disturbance	3.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.0	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.2	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.1</b>
Landslides and Debris Flow	2.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.0	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.2	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.9	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>11.0</b>
Flood	3.0	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.4	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	4.2	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>10.6</b>
Tsunamis/Tidal Wave	2.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	4.1	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.4	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>10.3</b>
Dam and Levee Failures	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.8	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>10.0</b>
Volcanic Eruption	2.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.9	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	<b>9.9</b>
<b>Top 3 Concerns</b>		<b>Active Assailant Training</b>		<b>Fire-Forest, Wildfire, or Urban Interface</b>		<b>Earthquake</b>			

## Active Assailant

### Purpose

Active assailant situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene. Individuals must be prepared both mentally and physically to deal with an active assailant situation.



This Annex will address current best practices for dealing with Active Assailants, Before, During, and After an incident.

### Situation and Assumptions

An Active Assailant is an individual actively engaged in the killing or attempting to kill people in a confined and populated area. In most cases, active assailants use firearms and there is no pattern or method to their selection of victims.

Active Assailant situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the attack and mitigate harm to victims.

### Continuity of Operations (Annex Specific)

Continuity of Operations is defined as the internal effort of an organization to assure that the capability exists to continue essential functions and services in response to a comprehensive array of potential emergencies or disasters.

In the case of an active assailant actions can be taken in advance to mitigate some of the outcome of the attack.

### Organization and Assignment of Responsibilities

Refer to the ***Organization and Assignment of Responsibilities*** section located in the Basic Plan.

### Plan Development

This annex is part of the Hazard and Threat Annex and was developed using current best practices

### Authorities and References

- CISA (Cybersecurity and Infrastructure Security Agency) Active Shooter Preparedness
  - <https://www.cisa.gov/topics/physical-security/active-shooter-preparedness>
- FBI (Federal Bureau of Investigation) Active Shooter Safety Resources
  - <https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>
- REMS (Readiness and Emergency Management for Schools) Technical Assistance Center

- <https://rems.ed.gov/IHEActiveShooterSituations.aspx>

## Incident Command Actions

### Before

#### Threat and Physical Security Assessment of each site

Conducting periodic threat and physical security assessments will ensure that best practices are in place to control access to your campus.

- Appropriate perimeter fencing installation and maintenance
- Locks and closers on perimeter gates that prevent outsiders from opening the gate (mesh screen around gate area)
- Check for keyed exterior locksets of all classroom doors
- Make sure the lockset on the interior of the classroom door has a thumb lock or other quick-lock style lockset (see Figure 1- Interior Lock)
- Verify visitor access control is in place and works as intended
- Require classroom doors to be closed and locked when students are present



Figure 1- Interior Lock

### Student Education

- Educate students (age appropriate) through workshops, seminars, lectures, and any other opportunity to teach about the hazards of an active assailant/physical threat and ways each person can potentially react to such a situation
- Supplement in-person instructional elements with additional information to reinforce the training
  - Such material may be distributed in a variety of ways, including but not limited to web pages, social media, printed literature, radio/TV, etc.



"If You See Something, Say Something" used with permission of the NY Metropolitan Transportation Authority.

Foster a respectful school community

Be aware of indications of violence and take remedial actions accordingly (i.e. If you see something, say something)

### Behavioral Red Flags

Recognizing indicators for potential violence by an individual:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene

- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of District policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior, which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of personal problems
- Talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes

Develop a positive behavioral intervention program that identifies at-risk behaviors early on and ensures administration is aware of these individuals

Decide upon communications and public information releases with your Public Information Officer prior to an incident

- Develop model releases that provide well thought out and consistent messaging on behalf of the District

Discuss and decide upon Spontaneous Memorial practices including

- Ease of public access
- Minimize disruption of vehicular and pedestrian traffic
- Monitored for appropriateness of items placed at the memorial
- Prepared to announce the one location to the public and that it will be open from/to specific dates (typically no longer than 2-3 weeks)
- Line-of-sight view by administration

## **During**

### **Responding to an Active Assailant/Physical Threat**

If you are in a situation where your safety is in question and you are at risk of harm from another person, you must quickly determine the most reasonable way to protect your own life.

### **Run (evacuate)**

If there is an accessible escape path, attempt to evacuate the building/area. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active assailant may be
- Keep your hands visible, to prevent confusion to law enforcement



Follow the instructions of law enforcement personnel  
Do not attempt to move wounded people  
Notify Police when you are safe

### **Hide (lockdown)**

If evacuation is not possible, find a place to hide where the active assailant is less likely to find you.  
Your hiding place should:

- Be out of the active assailant's view
- Provide protection if shots are fired in your direction (i.e. a room with a closed and locked door)
- Not trap you or restrict your options for movement
- Remember Cover vs. Concealment
- Spread out to reduce target area
- To prevent an active assailant from entering your hiding place:
  - Lock the door, if possible
  - Blockade the door with whatever is available – heavy furniture, door wedges, file cabinets, etc.
  - Cover any windows or openings that have a direct line of sight into a hallway

If the active assailant is nearby:

- Lock the door, if possible
- Close windows, shades and curtains.
- Silence all cell phone and other electronic devices
- Turn off any source of noise (i.e. radios, televisions, etc.)
- Hide behind large items (i.e. cabinets, desks)
- Remain silent
- Do not sound the fire alarm
  - A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit
- Notify Police when it is safe to do so

### **Fight**

If running and hiding are not possible:

- Remain calm
- Notify Police, if possible, to alert them of the active assailant's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active assailant by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



### Law Enforcement

Law enforcement's purpose is to stop the active assailant as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

While officers may prefer to team up, they are likely to deploy individually, upon arrival at the scene Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment

Officers may be armed with rifles, shotguns, handguns

Officers may use pepper spray or tear gas to control the situation

Officers may shout commands, and may push individuals to the ground for their safety

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

While law enforcement personnel are still assessing the situation, uniformed security and/or police officers will move through the entire area to ensure the threat is over. For the safety of you and the officers, you may be handcuffed until the incident details are fully known.

How to react when law enforcement arrives:

Remain calm, and follow officers' instructions

Put down any items in your hands (i.e., cell phones, bags, jackets)

Immediately raise hands and spread fingers

Always keep hands visible

Avoid making quick movements toward officers such as holding on to them for safety

Avoid pointing, screaming and/or yelling

Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## **Considerations**

If a security threat is imminent or occurring, our personnel will take all reasonable and appropriate actions to minimize the hazard to the District's students and staff. If the perpetrator(s) is known, Incident Command will immediately deactivate the incident site's ID card(s) to prevent the individual(s) from entering a building/room equipped with card access.

For locations without electronic access control, incident personnel will make reasonable attempts to secure these doors as quickly as possible. The nature of the threat may make it unsafe for incident personnel to move from door-to-door, thus preventing these locations from being quickly secured.

If you become aware of an active assailant situation, immediately notify Police at 911. Information to provide to law enforcement or 911 operators:

- Location of the active assailant
- Number of assailants
- Identity of the assailant(s), if known
- Physical description of assailant(s)
- Number and type of weapons held by the assailant(s)
- Number of potential victims at the location

## **After**

### **Good Practice for Coping**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active assailant down. When the assailant is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 911 when it is safe to do so

Any time there is a significant security concern, we will make every reasonable attempt to immediately increase security on site. At the same time emergency personnel are responding to the emergency, public safety officials will communicate the hazard to the community via all available and appropriate means.

If you receive an official emergency communication notifying you of a hazardous situation where you must take immediate action to protect yourself, stay as calm as possible and follow these procedures. Only you will be able to determine the safest course of action that should be taken.

## Cyber Threat or Attack

### Purpose

Understanding the risks and motivations behind cyber threats or attacks is crucial in establishing and implementing this Cyber Threat or Attack annex. Technology continues to improve and develop at an amazing pace and with that advancement comes the challenges of protecting what we collect and manage using that technology.



Common criminals as well as hostile foreign actors have a couple of primary motivations when it comes to attacking your organization’s cyber space. Both money and operational disruption are at the top of that list. For some hackers, they thrive on finding ways to access your information and then sell it, or threaten to disclose it asking for a “ransom,” while freezing up your means of storing, accessing, or distributing information.

This annex will focus on the incident management perspective and address what to do before, during, and after an incident, following current best practices. These practices fall under the general category of cyber security.

### Situation and Assumptions

Think of the cyber world as you would your own facilities. You provide appropriate fencing to ensure the security of those within its boundaries. The more access points you provide the more difficult it becomes to keep that site secure and safe. The cyber world is really the same way. Years ago we may have had only a handful of access points to our local area network. As technology improved, we added access. As we added access we provided more entry points for those who would seek our harm.

We are making some basic assumptions about systems and practices we should have in place:

- Installed and using modern firewall and antivirus software
- Conducting regular antivirus scanning
- Configured firewalls to prevent ransomware
- Keeping operating systems patches up-to-date
- Completing critical patching as expeditiously as possible
- Conducting employee cyber security awareness training including current best practices
- Keeping individual sites segregated
- Keeping user groups segregated (staff and student users segregated)
- Keeping privilege access management limited
- Using multi-factor authentication
- Implemented and using strong password policy
- Using off-site back up
- Providing email filtering to prevent spam reaching employees



## Organization and Assignment of Responsibilities

Our IT department will have leadership over all aspects of our technology equipment and network spaces. They are the core of our Cyber Security Incident Response Team.

It is the responsibility of our Information Technology (IT) professionals to maintain a safe and secure cyber space. However, it is every network user's responsibility to follow best practices introduced by our IT professionals.

## Glossary of Terms

### **Cyber Security Incident Response Team (CSIRT)**

A group of experts that assesses, documents and responds to a cyber incident so that a network can not only recover quickly, but also avoid future incidents.

### **Denial-of-service attack**

A denial-of-service attack floods systems, servers, or networks with traffic to exhaust resources and bandwidth. As a result, the system is unable to fulfill legitimate requests. Attackers can also use multiple compromised devices to launch this attack. This is known as a distributed-denial-of-service (DDoS) attack.

### **DNS Tunneling**

DNS tunneling utilizes the DNS protocol to communicate non-DNS traffic over port 53. It sends HTTP and other protocol traffic over DNS. There are various, legitimate reasons to utilize DNS tunneling. However, there are also malicious reasons to use DNS Tunneling VPN services. They can be used to disguise outbound traffic as DNS, concealing data that is typically shared through an internet connection. For malicious use, DNS requests are manipulated to exfiltrate data from a compromised system to the attacker's infrastructure. It can also be used for command and control callbacks from the attacker's infrastructure to a compromised system.

### **Malware**

Malware is a term used to describe malicious software, including spyware, ransomware, viruses, and worms. Malware breaches a network through a vulnerability, typically when a user clicks a dangerous link or email attachment that then installs risky software. Once inside the system, malware can do the following:

- Blocks access to key components of the network (ransomware)
- Installs malware or additional harmful software
- Covertly obtains information by transmitting data from the hard drive (spyware)
- Disrupts certain components and renders the system inoperable

### **Man-in-the-middle attack**

Man-in-the-middle (MitM) attacks, also known as eavesdropping attacks, occur when attackers insert themselves into a two-party transaction. Once the attackers interrupt the traffic, they can filter and steal data.

Two common points of entry for MitM attacks:

- On unsecure public Wi-Fi, attackers can insert themselves between a visitor’s device and the network. Without knowing, the visitor passes all information through the attacker.
- Once malware has breached a device, an attacker can install software to process all of the victim’s information.

### **Phishing**

Phishing is the practice of sending fraudulent communications that appear to come from a reputable source, usually through email. The goal is to steal sensitive data like credit card and login information or to install malware on the victim’s machine. Phishing is an increasingly common cyberthreat.

### **SQL injection**

A Structured Query Language (SQL) injection occurs when an attacker inserts malicious code into a server that uses SQL and forces the server to reveal information it normally would not. An attacker could carry out a SQL injection simply by submitting malicious code into a vulnerable website search box. Learn how to defend against SQL injection attacks.

### **Zero-day exploit**

A zero-day exploit hits after a network vulnerability is announced but before a patch or solution is implemented. Attackers target the disclosed vulnerability during this window of time. Zero-day vulnerability threat detection requires constant awareness.

## **Incident Command Actions**

Maintaining a best-practices approach to cyber security requires us to keep up to date on current trends and threats in the cyber world. Most of what we know comes from internet service providers who share this information to help us be better prepared.

Our cybersecurity response process recommendations by the SANS Institute, as defined in its [Incident Handler’s Handbook](#).

### **Before**

#### **Preparation**

- Define, develop, and implement an Information Security policy and procedures that addresses current and possible future risks to cyber information handling and protection
- Conduct regular and periodic training for our staff to ensure they have the tools they need to preserve our cyber security. This may include hands-on virtual or email tests and scenarios designed to reinforce safe cyber practices and protect our digital/cyber foot print.
- Perform regular security assessments and intrusion testing
- Provide a trained staff Cybersecurity Incident Response Team (CSIRT)

### **During**

#### **Identification**

- Monitor IT systems and detect deviations from normal operations and see if they represent actual security incidents
- Establish type and severity
- Log actions and responses
- Collect evidence

### Containment

- Isolate impacted system(s)
- Implement temporary workarounds to maintain operations

### Eradication

- Identify the root cause
- Remove malicious software from all affected systems
- Take action to prevent root cause from recurring

### Caution

## COMMON MISSTEPS

Common missteps an organization can make when first responding



Mitigating the affected systems before responders can protect and recover data	
Touching adversary infrastructure (Pinging, NSlookup, Browsing, etc.)	
Preemptively blocking adversary infrastructure	
Preemptive credential resets	
Failure to preserve or collect log data that could be critical to identifying access to the compromised systems	
Communicating over the same network as the incident response is being conducted (ensure all communications are held out-of-band)	
Only fixing the symptoms, not the root cause	



## **After**

### **Recovery**

- Bring affected systems back online
- Test, verify, and monitor affected systems to ensure they are operating normally

### **After-Action Report**

- Finalized incident documentation
- Perform a retrospective of the incident to determine what was effective and what was not to identify lessons learned
- Modify and update this annex and any policy or procedure identified as insufficient or failed in the after-action debrief and report

## **Authorities and References**

### **State**

Cal OES - California Cybersecurity Integration Center

- <https://www.caloes.ca.gov/cal-oes-divisions/law-enforcement/california-cybersecurity-integration-center>

### **Federal**

Department of Homeland Security - Cybersecurity and Infrastructure Security Agency (CISA)

- <https://www.cisa.gov/>

National Institute of Standards and Technology (NIST) – Cybersecurity

- <https://www.nist.gov/cybersecurity>

## Earthquake

### Drop, Cover, and Hold On

This action is used to protect students and staff from flying or falling debris. Upon the first indication of an earthquake, staff should direct students to **Drop, Cover, and Hold On**.



Upon

The Incident Commander will make the following announcement on the PA System:

“ATTENTION PLEASE. DUCK, COVER AND HOLD. DUCK, COVER, AND HOLD. ADDITIONAL INFORMATION TO FOLLOW.”

Note: If the PA system is not available, use other means of communication, i.e. send messengers to deliver instructions, email, etc.

### Description of Action

#### If inside

- Drop to knees
- Get under desk and remain facing away from windows Cover head with one arm/hand while holding onto desk/chair/table
- Use both hands to cover head if taking shelter under a stationary object
- Bury face in arms
- Make body as small as possible
- Close eyes and cover ears with forearms.

#### If outside

- Drop to knees
- Clasp both hands behind neck
- Bury face in arms
- Make body as small as possible
- Close eyes and cover ears with forearms.
- Avoid glass and falling objects

### Procedures

Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.

When the shaking stops, the Incident Commander will issue the All Clear Response

Use prescribed routes and proceed directly to the Evacuation Area. Teachers shall notify the Student Attendance/Release Team of missing students.

The Incident Commander to direct the Security Team to post guards a safe distance away from building entrances to prevent access.

Warn all personnel to avoid touching fallen electrical wires.

First Aid Team will check for injuries and provide appropriate first aid.

The Incident Commander will direct the Facility Team to turn off water, gas, and electrical and to alert appropriate utility company of damages, if appropriate.

If the area appears safe, the Search and Rescue team will be cleared by the Incident Commander to make an initial inspection of the District's buildings, if needed.

The Incident Commander will contact the Superintendent to determine if additional actions are deemed necessary.

## During Non-Operating Hours

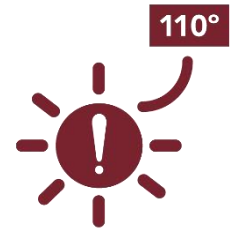
The Incident Commander and Identified Maintenance/Facilities Personnel will assess damages to determine needed corrective actions. For apparent damages, contact the Superintendent to determine if the District should be closed.

If the District must be closed, notify staff and students as identified in District Closure Response Procedure.

## Extreme Heat and Unhealthy Air Quality

### Purpose

The purpose of this annex is to ensure that staff is advised of hazardous conditions caused by extreme heat conditions and/or unhealthy air quality and to minimize exposure to those conditions. Governmental agencies, such as the Air Quality Management District (AQMD), the National Weather Service (NWS-NOAA), the Center for Disease Control (CDC) and others provide guidance in how to respond to unhealthy air quality and extreme heat conditions.



### Actions

The Incident Commander monitors air quality and heat conditions to provide recommended actions during an unhealthy air quality or extreme heat event. The Incident Commander will keep the Senior Executive or designee informed of these conditions and activate this annex. Upon activation, site administrators will perform the following:

- Notify students and staff when unhealthy air quality or extreme heat conditions exist.
- Modify District programs and work assignments for the protection of students and staff.
- Adhere to the Unhealthy Air Quality and Extreme Heat Plan to correspond with current recommendations of both the AQMD and the NWS.
- Cooperate with other governmental agencies and with the total community in matters of critical concern regarding unhealthy air quality and extreme heat.

### District Activities and What To Do During Extreme Heat Conditions.

The National Weather Service (NOAA) provides information on responding to extreme heat conditions. The Incident Commander monitors temperature and humidity in the District and the National Weather Service website to ensure that our District sites are notified upon attainment of an extreme heat condition.

Always provide adequate amounts of water to students and staff to maintain appropriate hydration, use areas shaded from the direct sunlight, and:

- When the Heat Index reaches the range of 90 to 105 degrees Fahrenheit, sunstroke, heat cramps, and heat exhaustion are possible. Everyone shall minimize prolonged, vigorous outdoor activity.
- When the Heat Index reaches the range of 105 to 130 degrees Fahrenheit, sunstroke and heat exhaustion are likely and heat stroke is possible. Everyone shall discontinue prolonged, vigorous outdoor activity.
- When the Heat Index reaches or exceeds 130 degrees Fahrenheit, heat stroke is highly likely with continued exposure. Everyone shall discontinue all vigorous outdoor activity.

## Fire - Structural

The following procedure addresses the necessary actions that should be taken if a fire is discovered in or on the District's facilities. A timely response to this situation is critical to prevent injuries and further property damage.



### Procedure

**NOTE** – There are cases during Active Assailant incidents where the assailant may trigger the fire alarm. This is done as a means to induce students and staff to evacuate which may provide the assailant with more “targets.” Always utilize situational awareness when a fire alarm is pulled.

If a fire is discovered on site, the administrative staff will immediately signal the fire alarm and direct students out of the building.

The Incident Commander will call 911 and provide the location and nature of the incident  
The Incident Commander will immediately initiate the Secondary Evacuation Procedures

Staff and students will evacuate buildings using pre-designated routes or other safe routes and convene at the Assembly Area

Site staff members must bring their student rosters and take attendance at the Assembly Area to account for all students

Staff will notify the Incident Commander of any missing students

If safe to do so, staff will use fire extinguishers to suppress the fire until the local fire department arrives

All fires, regardless of size, which are extinguished by site personnel, require a call to the responding Fire Department to indicate “the fire is out”

The Incident Commander will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles

The Incident Commander will notify the Senior Executive of the fire. The Senior Executive should work with the Public Information Officer

Outreach and Communication to disseminate information

In the event that students need to be released from the school site, refer to the Reunification Annex for reunification procedures

If necessary, the Incident Commander will notify appropriate Transportation official to request transportation for student and staff evacuation.

Any affected areas will not be reopened until the Fire Department or the appropriate agency provides clearance and the Incident Commander issues authorization to do so. For fires during non-school hours, the Incident Commander and the Senior Executive will determine if the school site will open the following day.

## Fire – Forest, Wildfire, or Urban Interface

### General

Fires can happen in almost any place, at any time, in almost any condition or circumstance as long as there is fuel, oxygen, and heat. While District's are required to have regularly scheduled fire drills by California law it is easy to overlook the risks associated with poor housekeeping, excessive and dried wildland shrubs and trees close to the District sites and many other factors. The damage caused by fire is real and serious, but the potential hazard of smoke can sometimes be even worse.



### Fire in Surrounding Area

The following procedure addresses actions that should be taken in the event that a fire is discovered in an area nearby District grounds. The initiated response actions should take into consideration the location and size of the fire, its proximity to the District site, and the likelihood that the fire may affect the District.

### Incident Command Actions

#### Before

- Review and update the “Recovery” Annex located in your Functional Annex following current State and Federal “Best Practices” guidelines
- Locate and participate in CSTI’s course, “Recovery From Disasters: The Local Community Role (G-205)
- Identify and include your “whole community” in strengthening your Pre-Disaster Recovery framework

#### During

- Call 911 if you see a fire or flames.
- Activate and follow your Emergency Operations Plan.
- Use your internal Emergency Management Alert System to communicate with staff, students and parents.
- Always follow instructions from your local emergency agencies (Fire and Law Enforcement).
- If trapped, call 911 and give your location, but be aware that emergency response could be delayed or impossible. Turn off HVAC and natural gas. Turn on lights to help rescuers find you if you have power. Fill sinks and tubs with water and keep windows and doors unlocked.
- Ensure you have a representative designated to be in contact with Cal OES (may be specific to your region) and your local EOC
- You might consider predesignating a representative to be an active member of the Recovery task force.

If your site is a designated shelter or evacuation point, follow the instructions of the organization or agency that is managing the site (ie: American Red Cross).

Follow the Cal/OSHA Protection from Wildfire Smoke regulation, Title 8, Section 5141.1 for use of N95 respirators. [https://www.dir.ca.gov/title8/5141\\_1.html](https://www.dir.ca.gov/title8/5141_1.html). and you can find resources on wildfire smoke safety in this Cal/OSHA link. <https://www.dir.ca.gov/dosh/Worker-Health-and-Safety-in-Wildfire-Regions.html>

Monitor the Air Quality Index (AQI) at [www.airnow.gov](http://www.airnow.gov) and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at [www.arb.ca.gov/capcoa/dismap.htm](http://www.arb.ca.gov/capcoa/dismap.htm)

Listen to EAS, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.

If you are not ordered to evacuate but smoky conditions exist, stay inside in a safe location or go to a location where smoke levels are lower, if possible.

Avoid vigorous activities outdoors and if travelling in a vehicle in the areas affected, close windows and make sure air is on “re-circulate” mode.

## **After**

Continue to follow your EOP Recovery Annex

Listen to authorities to find out when it is safe to return and whether water is safe to drink.

Avoid hot ash, charred trees, smoldering debris, and live embers. The ground may contain heat pockets that can burn you or spark another fire. Consider the danger to pets and livestock.

Avoid downed power lines.

Send text messages or use social media to reach out to family and friends. Phone systems are often busy following a disaster. Make calls only in emergencies.

For those that are part of the damage assessment team, ensure training on personal protective equipment (PPE) use is conducted.

Continue to monitor the Air Quality Index (AQI) at [www.airnow.gov](http://www.airnow.gov) and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at [www.arb.ca.gov/capcoa/dismap.htm](http://www.arb.ca.gov/capcoa/dismap.htm)

Contact your insurance company/insurance pool/JPA for assistance.

Document everything you do related to the fire. For more details on this process, refer to the IMReady FEMA document.

Wildfires dramatically change landscape and ground conditions, which can lead to increased risk of flooding due to heavy rains, flash flooding and mudflows. Flood risk remains significantly higher until vegetation is restored — up to 5 years after a wildfire.

Be prepared to provide emotional and wellbeing services and resources for students and staff.

Mental and physical fatigue are common in these situations .

<https://www.cdc.gov/disasters/wildfires/afterfire.html> and

<https://emergency.cdc.gov/coping/index.asp> and [www.NCTSN.org](http://www.NCTSN.org).

- Any responsible person who observes a fire in the area outside of the District should immediately call 911 and notify the Incident Commander
- The Incident Commander will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, On-Site Evacuation, or Off-Site Evacuation
- The Incident Commander will call 911 (to verify – good redundancy) and provide the location and nature of the incident
- The Incident Commander will act to prevent students from approaching the fire and keep routes open for emergency vehicles
- The Incident Commander will work with responding emergency personnel to determine if District grounds are threatened by the fire, smoke, or other hazardous conditions
- If the Incident Commander issues the On-Site Evacuation procedure, staff and students will evacuate the affected building(s) using pre-designated routes or other safe routes and convene at the Assembly Area
- All District staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Incident Commander of any missing students
- The Incident Commander should monitor local radio stations for emergency information.
- The Incident Commander will notify the Senior Executive of the emergency situation
  - The office of the Senior Executive should work with the Office of Public Information and Communication to disseminate information
- If necessary, the Incident Commander will notify the appropriate Transportation official to request transportation for staff and student evacuation
- The Incident Commander will initiate Off-Site Evacuation procedures, as described in the Evacuation Annex, if warranted by changes in conditions
- In the event that students need to be released from the District site, refer to the Reunification Annex for reunification procedures



## Infectious Disease

### Purpose

The purpose of the Infectious Disease annex is to help equip our organization to be ready for the unexpected – before, during, and after an infectious disease outbreak.

**This annex does not replace the required Injury and Illness Prevention Program (IIPP) or other health and safety orders relevant to California Occupational Safety and Health Administration (Cal OSHA) or California Department of Public Health (CDPH) requirements.**



Following are two current and specific requirements:

- COVID-19 Safety Plan (CSP) – The CSP is outlined in the CDPH Guidance and Framework for K-12 schools dated January 14, 2021
- The COVID-19 Prevention Plan (CPP) – The CPP is a requirement of the Cal/OSHA COVID -19 Prevention emergency temporary standard.

Infectious diseases occur, often with little or no warning. Essentials that need to be considered include the following:

- EOPs may have to be activated with community partners if there is an infectious disease outbreak; Rapid evolution and dissemination of information about an infectious disease incident will likely require activation of the Communication Annex;
- Extensive absences may cause normal operations to close for days or weeks, calling for the activation of the Continuity of Operations (COOP) Annex;
- Depending on the disease, there may potentially be some deaths in the community; and, If handled poorly, community trust in our organization is likely to be shaken.

### Disease Sources

Infectious diseases are illnesses that are transmitted from one person to another through various routes. These infectious diseases can be viral, bacterial, or fungal. Some of the more common infectious diseases that may affect us are:

- *Gastroenteritis; norovirus; influenza; chicken pox; and hand, foot, and mouth, which are all caused by a viral infection,*
- *Bacterial infections* that can cause E. Coli, MRSA, and strep throat, and
- *Fungal infections*, like ringworm.

Influenza, one of the most common infectious diseases, is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

- It is a rare global outbreak which can affect populations around the world.
- It is caused by a new influenza virus to which people do not have immunity
- Depending upon the specific virus, it can cause more severe illness than regular flu

Influenza can affect young healthy people more so than older, sick people. The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to our organization and the community. Individual rooms, hallways or, if necessary, entire sites may be closed temporarily to contain spread of the virus.

While influenza is the most common infectious disease there are others that can greatly affect our operations, including reduction in work force size to levels that make it difficult to fulfill organizational or operational mission objectives. The “**Historical Information**” section of this annex identifies some of the major infectious diseases that have affected us in the near past.

## Rate of Spread

Infectious diseases may be categorized according to the rate at which they infect the population. The U.S. Centers for Disease Control and Prevention (CDC) categorizes the rate at which diseases are spread as a continuum from smallest to largest: case, outbreak, epidemic, and pandemic.

### Case

A case is defined as *an individual* with the disease.

### Outbreak

An outbreak is defined as a *localized*, as opposed to a generalized, epidemic. This term is also used synonymously with epidemic, and is sometimes the preferred word, as it may prevent sensationalism associated with the word epidemic.

### Epidemic

An epidemic is defined as the *occurrence of more cases of disease than expected* in a given area or among a specific group of people over a period.

### Pandemic

A pandemic is defined as an *epidemic occurring over a very wide area* (several countries or continents) and usually affecting a large proportion of the population.

## Situation and Assumptions

The World Health Organization (WHO) provides an influenza pandemic alert system, with a scale ranging from Phase 1 (a low risk of a flu pandemic) to Phase 6 (a full-blown pandemic). See Figure 1, below.

**Phase 1:** A virus in animals has caused no known infections in humans.

**Phase 2:** An animal flu virus has caused infection in humans.

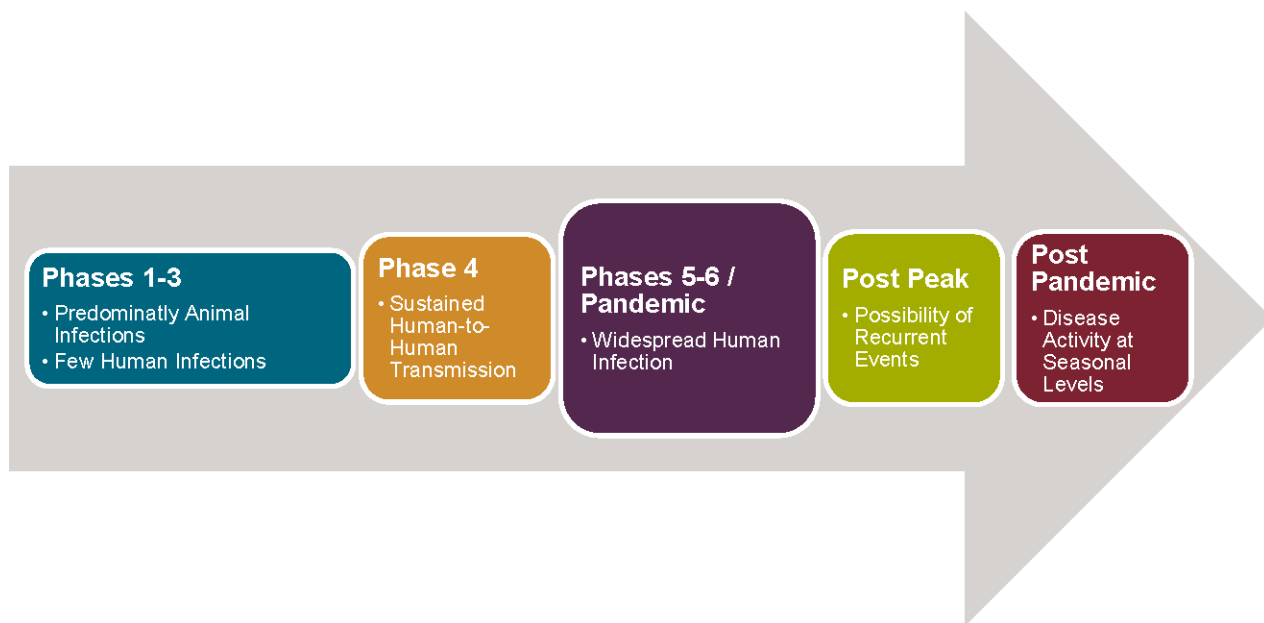
**Phase 3:** Sporadic cases or small clusters of disease occur in humans. Human-to-human transmission, if any, is insufficient to cause community-level outbreaks.

**Phase 4:** The risk for a pandemic is greatly increased but not certain.

**Phase 5:** Spread of disease between humans is occurring in more than one country of one WHO region.

**Phase 6:** Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way.

**Figure 1: Infectious Disease Phases (WHO)**



## Concept of Operations

We monitor the following levels of activation for our EOP and Emergency Operations Center:

### **Level 3 (lowest level):**

This level implies that, with modest augmentation, the lead agency or program can address the primary needs of the response. In the United States, many small natural disasters or environmental responses fall into this activation level.

### **Level 2 (intermediate level):**

This level implies substantial augmentation is required for the lead agency or program to meet response requirements.

### **Level 1 (highest level):**

This level requires an agency wide response and often includes domestic and international partners. As an example, there have been five Level 1 activations since 2005: Hurricane Katrina (2005), influenza A (H1N1) pandemic (2009–10), Ebola virus disease outbreak (2014–2016), Zika virus outbreak (2016–2017), and Coronavirus Disease 2019 (2019-2022?).

## Continuity of Operations (Annex Specific)

### Important Notice

Occupational Health and Safety standards impose additional requirements on employers to protect employees from airborne infectious diseases like COVID-19 and pathogens transmitted by aerosols. Under section 3203 of California's general industry safety regulations, employers must establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards. Employers are required to determine if the infectious disease is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from federal, state and local guidelines. It is the employer's responsibility to maintain a current and relevant IIPP.

All staff are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by our Emergency Operations Center. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies are provided by our Emergency Operations Center to assist in limiting the spread of influenza at the primary and alternate worksites.

Within the workplace, social distancing measures could take the form of:

- Modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines);
- Establishing flexible work hours or worksite, (e.g., telecommuting);
- Promoting social distancing between employees and those with whom they interact to maintain six-foot spatial separation between individuals; and
- Implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

Frequent, daily contact is important to keep our employees informed about developments in our response, impacts on the workforce, and to reassure employees that we are continuing to function as usual.

When necessary, our planners and pandemic response teams will include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.

- Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness.
- Monitor and periodically test protection methods.
- Track and implement changes in approved or recommended protection measures.
- Pre-position material and equipment onsite.
- Ensure essential personnel are at the primary worksite.
- Reaffirm that essential suppliers have their material and personnel on-hand and can respond, and support as planned.

Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

## Organization and Assignment of Responsibilities

We utilize the Standardized Emergency Management System (SEMS) which incorporates the Incident Command System (ICS) as the method of managing a crisis or event until operations return to “normal.” This includes activation, when necessary, of incident command posts and the activation of our EOC.

## Plan Development

During the health crisis it is vital that we capture lessons learned and alternative practices to our operations as they occur

Maintain a central depository for this information to use it following the crisis to update this annex and our EOP in general

It is our intent to review our EOP and annexes at least annually and update as necessary to maintain a best-practices EOP

We will share this annex periodically with our Health partners to ensure it has captured the most current trends and practices

## Authorities and References

In the United States, the responsibility for public health rests primarily with city or county and state public health agencies. All states and many large counties and cities have their own public health departments. Although many public health investigations are conducted with local resources, a city, county, or state health department can request field epidemiologic or laboratory assistance from the next higher-level public health agency in response to a large or complex outbreak or problem that requires additional staff, expertise, or other resources.

In the United States, the Centers for Disease Control and Prevention (CDC) is the highest-level public health agency. Federal prisons, military bases, and tribal reservations have their own independent health systems but also can request assistance from CDC. Globally, countries can request assistance for field investigations from the World Health Organization, which coordinates with its members for needed resources. The Centers for Disease Control and Prevention ([cdc.gov](http://cdc.gov)) contains the most current and relevant information on specific exposures and the appropriate practices and protocols.

## Incident Command Actions

### Before

One of the best things to do prior to an infectious disease incident is to identify, collect, and maintain current and relevant contact information of organizations and agencies that will be important to our ongoing operations. These should include local, state, and federal public health jurisdictions such as:

Your local health department contact

(Searchable database <https://www.naccho.org/membership/lhd-directory>)

California Department of Public Health – <https://www.cdph.ca.gov/>  
Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/>

Building and maintaining relationships with local health officials cannot be over emphasized. This effort before an infectious disease outbreak will prove invaluable as we seek support and guidance in maintaining, shutting down, and resuming operations.

In addition to this practice it is important to identify and document operational norms and standards that you maintain on an ongoing basis. These records will greatly help you resume operations following a major infectious disease event.

## **During**

We activate our Emergency Operations Plan at a level sufficient to stay ahead of issues as much as possible including the activation of:

- Communication annex
- Continuity of Operations Plan (COOP) annex

Additional actions include:

- Maintain contact with our local Health Department and coordinate our actions based upon their recommendations
- Collect preventive informational flyers and documents and disseminate to staff and/or students, as relevant
- Activate heightened surveillance of illness within our sites. Gather data on symptoms of all students and/or staff who are sick at home.
- Insure those who are ill stay home
- Send the sick home immediately
- Provide fact sheets and guidelines for families to make them aware of symptoms and remind them of respiratory hygiene etiquette
- Monitor bulletins and alerts from the Department of Health and Human Services
- Keep staff and students informed of developing issues
- Assist the Department of Health and Human Services in monitoring outbreaks
- Respond to media inquiries regarding organization attendance status
- Implement telework procedures, if necessary, so that staff can stay home
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community

## **After**

As with any major crisis or incident the major goal of our institution is to get things back to “normal.” This means restoration of our primary operations back to pre-incident or event levels. This is most effectively accomplished when there are accurate and well-maintained records and practices in place that help us on this recovery journey. Following are key concepts and actions that should be considered in getting back to “normal.”

## COVID-19 Specific Guidance

The source of information contained in this portion of the Infectious Disease annex is located on the Center for Disease Control and Prevention (CDC) website, in the Covid-19 section at:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

### Primary Symptoms

- fever
- dry cough
- shortness of breath
- fatigue
- Newly acquired loss of taste or smell

### Preventative Measures

- Vaccines are available. Consider getting vaccinated.



- Wear face Coverings
- Avoid close contact and maintain Social Distancing (approximately 6 feet apart)

The CDC has posters available for our use. See “**Stop the Spread of Germs**” poster in Figure 2 as an example.

- Know How It Spreads
- Wash Your Hands Often
- Avoid Close Contact (Social distancing)
- Wear Face Coverings
- Clean And Disinfect
- Monitor Your Health Daily

### Know How It Spreads

There are now vaccines available to help prevent coronavirus disease 2019 (COVID-19) and its variants. The virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## **Wash Your Hands Often**

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. It's especially important to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your cloth face covering
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

## **Avoid touching your eyes, nose, and mouth with unwashed hands.**

### **Avoid Close Contact**

#### **Inside your home:**

- Avoid close contact with people who are sick.
- If possible, maintain 6 feet between the person who is sick and other household members.

#### **Outside your home:**

- Put 6 feet of distance between yourself and people who don't live in your household.
- Remember that some people without symptoms may be able to spread virus.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Wear Face Coverings**

- Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a facemask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.



Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Clean And Disinfect**

Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

### **Monitor Your Health Daily**

Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. This is especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.

**Take your temperature** if symptoms develop.

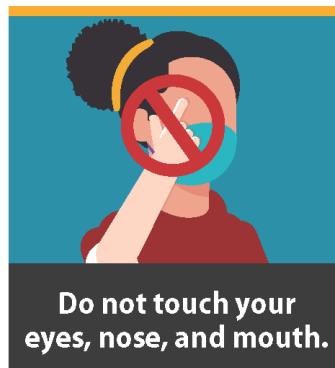
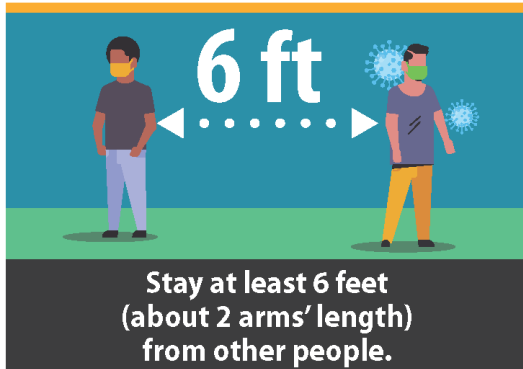
Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

Follow CDC guidance if symptoms develop.

Figure 2: Stop the Spread of Germs

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Historical Information

This timeline captures the last century, to date. See Figure 3, following.

### **1918: H1N1 flu**

H1N1 is a strain of flu that still circulates the globe annually.

### **1921-1925: Diphtheria epidemic**

Diphtheria peaked in 1921, with 206,000 cases. It causes swelling of the mucous membranes, including in your throat, that can obstruct breathing and swallowing.

### **1916-1955: The peak of polio**

Polio is a viral disease that affects the nervous system, causing paralysis. It spreads through direct contact with people who have the infection.

### **1957: H2N2 flu**

A major flu outbreak occurred again in 1957. The H2N2 virus, which originated in birds, was first reported in Singapore in February 1957, then in Hong Kong in April 1957.

### **1981-1991: Second measles outbreak**

Measles is a virus that causes fever, runny nose, cough, red eyes, and sore throat, and later a rash that spreads over the whole body.

### **1993: Contaminated water in Milwaukee**

One of Milwaukee's two water treatment plants became contaminated with cryptosporidium, a parasite that causes the cryptosporidiosis infection. Symptoms include dehydration, fever, stomach cramps, and diarrhea.

### **2009: H1N1 flu**

In the spring of 2009, the H1N1 virus was detected in the United States and spread quickly across the country and the world. This outbreak made headlines as the swine flu.

### **2010, 2014: Whooping cough**

Pertussis, known as whooping cough, is highly contagious and one of the most commonly occurring diseases in the United States. These coughing attacks can last for months.

### **1980s to present: HIV and AIDS**

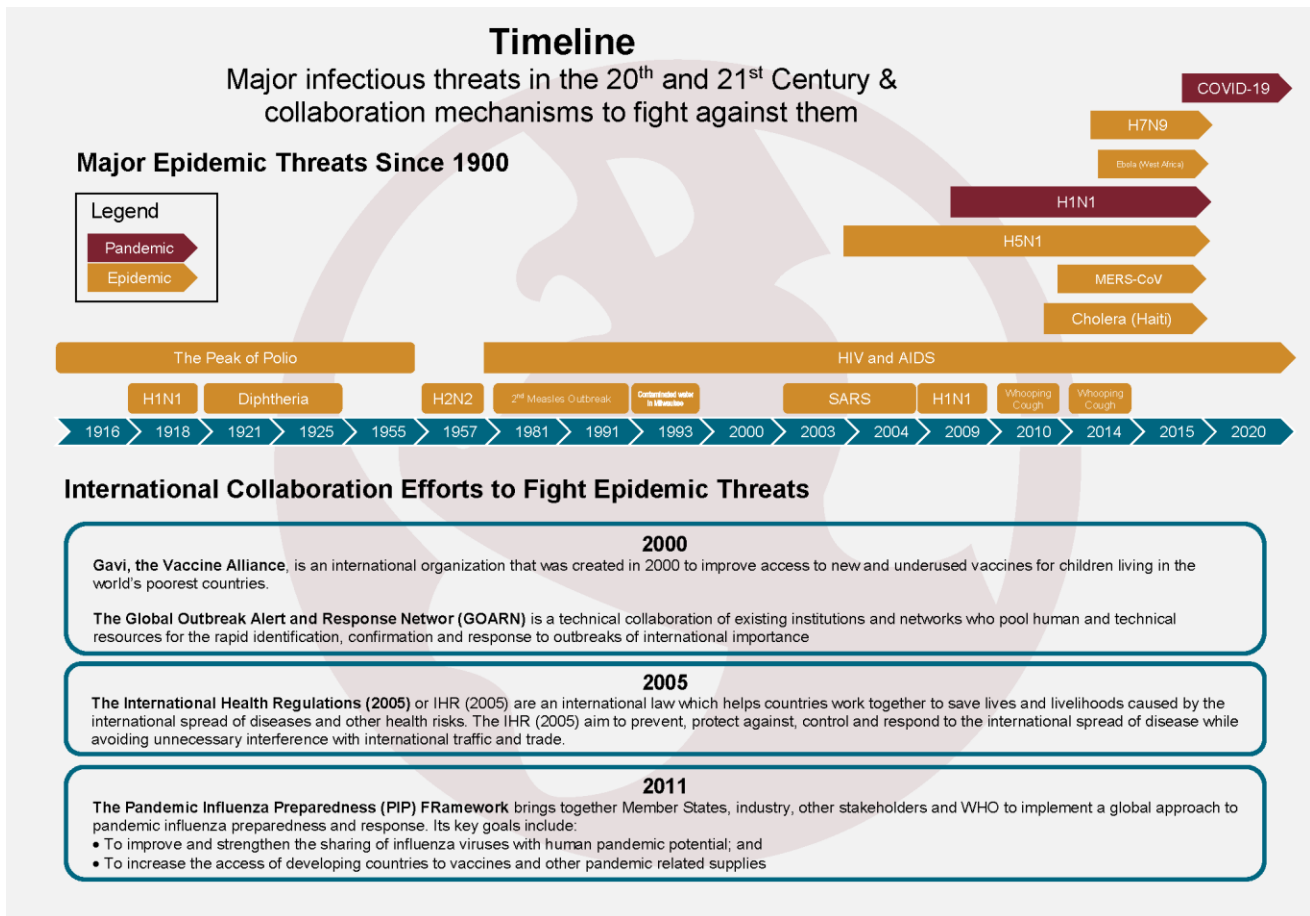
First documented in 1981, the epidemic known today as HIV appeared to be a rare lung infection. Now we know that HIV damages the body's immune system and compromises its ability to fight off

infections. AIDS is the final stage of HIV and, according to the CDC, in 2018 it was the 9th leading cause of death in the United States among people 25 to 34 years old. Just because a person gets HIV doesn't mean they'll develop AIDS.

### **2020: COVID-19**

The SARS-CoV-2 virus, a type of coronavirus that causes the disease COVID-19, was first detected in Wuhan City, Hubei Province, China in late 2019. It seems to spread easily and sustainably in the community. Cases have been reported all over the world, and as of late May 2020, there were over 1.5 million cases and over 100,000 deaths in the United States.

**Figure 3: Infectious Disease Timeline - 21<sup>st</sup> Century**



## Power and Utility Failure

Extended power outages may impact the whole community and the economy. A power outage is when the electrical power goes out unexpectedly. A power outage may:

- Disrupt communications, water, and transportation
- Close retail businesses, grocery stores, gas stations, ATMs, banks, and other services
- Cause food spoilage and water contamination
- Prevent use of medical devices



### Protect Students And Staff During A Power Outage

- Keep freezers and refrigerators closed
- Only use generators outdoors and away from windows or air intakes
- Do not use gas appliances for heating
- Disconnect appliances and electronics to avoid damage from electrical surges
- Have alternate plans for refrigerating medicines or using power-dependent medical devices
- If safe, go to an alternate location for heat or cooling

### Electrical Systems

The M&O Department should identify the location of all electrical main and subpanels throughout the site

- Use a clean and clear site map of each site and label the map “Electrical Systems Field Operations Guide” (known as the Electrical Systems FOG)
- Indicate the locations of the main electrical shut-off and each sub-panel main shut-off in the Electrical Systems FOG
- Include a photo of each panel and label the photos corresponding to the panel numbers
- If panels do not have a numeric identifier, consider adding that at all panel locations
- Label the site main and subpanel main shut-off for each panel so as to minimize confusion
- Laminate or plastic-protect the Electrical Systems FOG and provide to designated and trained employee(s) who will be responsible for emergency shutdown and restoration following an electrical failure

### Backup Supplies and Other Resources

- Identify all of the items needed that rely on electricity
- Identify and have emergency plans for students or staff relying upon medical devices powered by electricity and refrigerated medicines
- Find out how long medication can be stored at higher temperatures and get specific guidance for any medications that are critical for life

Plan for batteries and other alternatives to meet our needs when the power goes out  
Sign up for local alerts and warning systems. Monitor weather reports  
Ensure that any carbon monoxide detectors are in working order and that battery backups are available  
Determine whether the phone system will work in a power outage and how long battery backup will last  
Review the supplies that are available in case of a power outage  
Have flashlights with extra batteries available for individual rooms or offices without exterior light sources  
Maintain an inventory of nonperishable food and water  
Regularly check the thermometer in the refrigerator and freezer so that we can know the temperature when the power is restored. Throw out food if the temperature is 40 degrees or higher  
Keep mobile phones and other electric equipment charged and gas tanks full

## Survive During

When power goes out, a trained and responsible employee should:

Keep freezers and refrigerators closed. The refrigerator will keep food cold for about four hours. A full freezer will keep the temperature for about 48 hours. Use coolers with ice if necessary.  
Monitor temperatures with a thermometer.  
Maintain food supplies that do not require refrigeration  
Avoid carbon monoxide poisoning. Generators and any fuel or gas-powered devices should always be used outdoors and at least 20 feet away from windows  
Turn off or disconnect all appliances, equipment, or electronics. Power may return with momentary “surges” or “spikes” that can cause damage

## Power Restoration

When in doubt, throw it out! Throw away any food that has been exposed to temperatures 40 degrees or higher for two hours or more, or that has an unusual odor, color, or texture  
If the power is out for more than a day, discard any medication that should be refrigerated, unless the drug’s label says otherwise. If a life depends on the refrigerated drugs, consult a doctor or pharmacist and use medicine only until a new supply is available

## Severe Weather

### Purpose

The State of California is vulnerable to a variety of severe weather hazards. This incident annex addresses the hazards associated with severe weather. When severe weather occurs, the impacts can be devastating and may affect isolated locations or multiple jurisdictions simultaneously.



When the impacts exceed the capabilities of local jurisdictions, the State must respond in a prompt, organized, and efficient manner to save lives, mitigate property damage, and restore a sense of normalcy to the community. This response is coordinated through the Governor’s Office of Emergency Services (OES) in concert with local, state, Federal, volunteer, and private sector partners.

### Situation and Assumptions

#### El Niño

During El Niño, trade winds weaken. Warm water is pushed back east, toward the west coast of the Americas. El Niño means Little Boy in Spanish. South American fishermen first noticed periods of unusually warm water in the Pacific Ocean in the 1600s. The full name they used was El Niño de Navidad because El Niño typically peaks around December.

El Niño can affect our weather significantly. The warmer waters cause the Pacific jet stream to move south of its neutral position. With this shift, areas in the northern U.S. and Canada are dryer and warmer than usual. But in the U.S. Gulf Coast and Southeast, these periods are wetter than usual and have increased flooding.

#### Hail

Hail is considered severe when it reaches 1 inch in diameter. Hail can reach sizes much larger than the severe threshold size. Hail causes close to \$1 billion in damage to property and crops each year in the U.S. While property is typically at greatest risk for hail damage, the National Oceanic and Atmospheric Administration (NOAA) estimate that 24 people are injured from hail each year.

#### Thunderstorms

The National Weather Service (NWS) defines a severe thunderstorm as any storm that produces one or more of the following: a tornado, damaging wind speeds of 58 mph (50 knots) or greater, and/or hail 1 inch in diameter or larger.



## Continuity of Operations (Annex Specific)

The goal of emergency management is to restore operations of any organization back to its primary purpose, or “normal.” In some cases, restoration of operations may have to be a new normal.

## Organization and Assignment of Responsibilities

This organization follows SEMS/NIMS requirements, specifically incorporating the Incident Command System into emergency and incident operations.

## Plan Development

This annex was selected for inclusion in this Emergency Operations Plan (EOP) following best practices Hazard/Threat Analysis and is reviewed annually for currency and applicability.

- Severe weather-related hazards can occur at any time throughout the year
- Local jurisdictions adversely affected by severe weather may declare local State of Emergency upon being affected
- Local jurisdictions adversely affected by severe weather may use mutual aid agreements as part of their response to the disaster
- Local jurisdictions affected by severe weather may request resources from the State as the situation evolves

## Authorities and References

[Center for Disease Control - Natural Disasters and Severe Weather](#)

[National Weather Service – Severe Weather Awareness](#)

[Ready.Gov – Severe Weather](#)

## Incident Command Actions

For predictable severe weather, such as excessive rain, wind, and/or snow, the following should be included in your procedures:

### Before

- Review your current Emergency Operations Plan (EOP) and make sure it is up to date with current best practices
- Monitor weather via reliable weather sources, such as NWS
- Have stored rain gear or have material that could be used for rain protection, such as plastic bags with head and arm cutouts
- Have enough food and water available for your site (typically a gallon of water, per day, for everyone)
- Access to sand and sandbags at a convenient location
- Make sure there are no outstanding work orders from any earlier storm damage

- Make sure all gutters, roof drains, downspouts, and catch basins are free and clear of any debris that might block normal water flow
- Be prepared for use of substitute employees and for working custodians extra hours, as needed
- If sites have generators, make sure they are currently operational and appropriately ready to run
- Revise and/or prepare for parent communications about probable event
- Consider cancelling all field trips
- Trim trees and remove dead limbs or trees
- Name and verify possible evacuation sites
- Obtain a large map of the geographical area of your district that shows streets and utilities

### During

- Start an activity log of the event (use the ICS 214 log for this purpose)
- Follow your student dismissal protocol
- Make sure you have copies of first taken attendance of the day and have proper staff double check to make sure all persons are accounted for
- Follow staff dismissal protocol
- Follow your emergency operations plan
- Provide damage control to minimize or mitigate property damage or loss
- Be prepared for possible power outage
- Monitor issues happening in your community

### After

- Conduct debris and mud clean up (use your property insurance provider for aid)
- Figure out classroom availability and possible alternate classroom locations for damaged and unavailable classrooms
- Conduct inspection of sites and seal off damaged areas from access by site seers
- Be prepared for mold inspections and remediation of possible mold damaged areas
- Collect and complete all documentation, including logs, pictures taken, damage assessments, etc.
- Accounting for all overtime performed
- Have returning staff check in time and make sure they are individually managing personal impacts caused by the event
- Prepare staff to collaborate with returning students and their families (may need crisis counseling referrals)
- Report any injuries to workers' compensation (risk management)
- Keep staff well informed of all progress and any concerns

# Tsunami

## Purpose

The purpose of this annex is two-fold. The first priority is to save lives through Tsunami awareness training and preparedness which equips us to know what to do, whether we have plenty of advance warning or little to no warning. The second priority is to equip us to provide shelter and support for those communities who may be directly affected by a Tsunami. This annex will provide an overview and will include resources you can use to be better prepared.



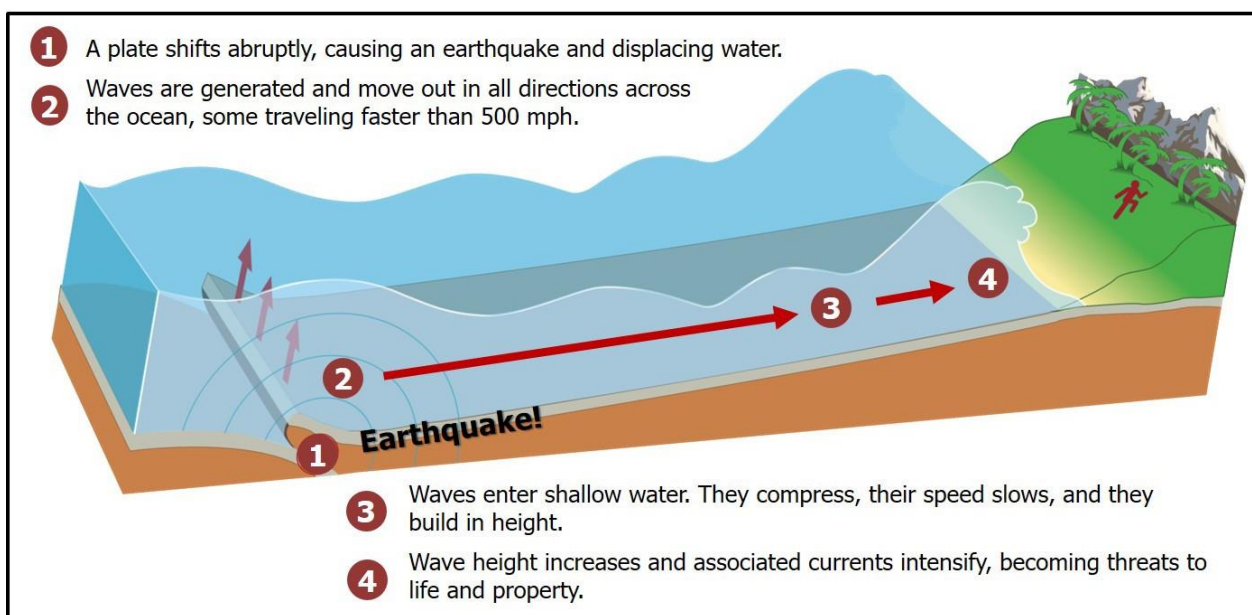
## Situation and Assumptions

A tsunami is one of nature's most powerful and destructive forces. It's a series (more than one) of extremely long waves caused by a large and sudden displacement of the ocean (after an earthquake, for example). A tsunami radiates outward in all directions from its source and can move across entire oceans in less than a day.

The speed of a tsunami depends on the depth of the water it's traveling through. The deeper the water, the faster the tsunami. In the deep ocean, tsunamis are barely noticeable, but they can move as fast as a jet plane, over 500 mph. As they enter shallow water near land, they slow to approximately 20 or 30 mph, which is still faster than a person can run.

As they slow down, tsunamis grow in height. In extreme cases, they can exceed 100 feet when they strike near their source. Large tsunamis can flood low-lying coastal areas more than a mile inland.

Text and image credit: NHMP Tsunami Information Guide, 2019



Large image:

Modified from The orphan tsunami of 1700—Japanese clues to a parent earthquake in North America, 1st edition, USGS Professional Paper 1707, by B. F. Atwater and others.

We provide appropriate training to our staff, students, and volunteers, as necessary, to keep them informed of actions and roles that may be needed in a Tsunami incident. Coastal inundation and evacuation maps are provided for our area, and may include adjacent areas and counties. They are sorted, alphabetically, first by County, then by area.

## Continuity of Operations (Annex Specific)

### Tsunami Categories

A tsunami can be categorized as local, regional, or Pacific-wide. Those terms describe the potential destruction relative to the tsunami source area.

**Local (near-source)** tsunamis occur soon after the generating event and allow little time for warning and evacuations. Their impact may be large, but in a limited area. For example, in 1958, waves from a local tsunami in Lituya, Alaska ran up 485 meters, but destruction was focused on a small area.

**Regional (intermediate)** tsunamis are by far the most common. Destruction may be limited because the energy released was not sufficient to generate a destructive Pacific-wide tsunami, or because the source area limited the destructive potential of the tsunami. These events can occur within 15 minutes to 2 hours after the generating event. Areas affected by the tsunamis may not have felt the generating event.

**Pacific-wide (distant source)** tsunamis are much less frequent, but have a far greater destructive potential. The waves are not only larger initially, but they subject distant coastal areas to their destructive impact as they cross the Pacific basin. For example, the Chilean tsunami of May 22, 1960, spread death and destruction across the Pacific from Chile to Hawaii, Japan, and the Philippines. These events may have long lead times (up to 6 hours), but the breadth of the destruction is wide.

## Organization and Assignment of Responsibilities

We utilize the Incident Command System following SEMS/NIMS guidelines for all hazards and threats. For further detail refer to the “Purpose,” “Objectives,” and “Scope” of this EOP found in the Basic Plan section.

## Plan Development

Each site lying within areas identified in the Inundation and Evacuation Maps section of this annex should pre-identify evacuation routes and locations to reassemble following a Tsunami event.

## Authorities and References

### IF YOU ARE UNDER A TSUNAMI WARNING:

- First, protect yourself from an Earthquake. Drop, Cover, then Hold On.
- Get to high ground as far inland as possible.
- Be alert to signs of a tsunami, such as a sudden rise or draining of ocean waters.
- Listen to emergency information and alerts.

- Evacuate: DO NOT wait! Leave as soon as you see any natural signs of a tsunami or receive an official tsunami warning.

## Incident Command Actions

### Before

- If your site is near a coastal area, learn about the risk of tsunami in the area
- Consult your County EOC to integrate your planning with theirs
- If you are new to the area, ask about community plans
- Learn the signs of a potential tsunami, such as an earthquake, a loud roar from the ocean, or unusual ocean behavior, such as a sudden rise or wall of water or sudden draining of water showing the ocean floor
- Know and practice our community evacuation plans and map out your routes from school, home, and play
- Pick shelters 100 feet or more above sea level, or at least one mile inland. Other schools and/or school districts may be willing to enter into a memorandum of understanding with your district
- Create a family emergency communication plan that has an out-of-state contact. Plan where to meet if you get separated
- Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts

### During

- If you are in a tsunami area and there is an earthquake, first protect yourself from the earthquake. Drop, Cover, and Hold On. Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops
- When the shaking stops, if there are natural signs or official warnings of a tsunami, then move immediately to a safe place as high and as far inland as possible. Listen to the authorities, but do not wait for tsunami warnings and evacuation orders.
- If you are outside of the tsunami hazard zone and receive a warning, then stay where you are unless told otherwise by your organization management or other authorities.
- Leave immediately if you are told to do so. Evacuation routes are often marked by a wave with an arrow in the direction of higher ground.
- If you are in the water, then grab onto something that floats, such as a raft, tree trunk, or door.
- If you are in a boat, then face the direction of the waves and head out to sea. If you are in a harbor, then go inland.



### After

- Listen to local alerts and authorities for information on areas to avoid and shelter locations.
- Avoid wading in floodwater, which can contain dangerous debris. Water may be deeper than it appears.
- Be aware of the risk of electrocution. Underground or downed power lines can electrically charge water. Do not touch electrical equipment if it is wet or if you are standing in water.
- Stay away from damaged buildings, roads, and bridges.

- Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messages or social media to communicate with family and friends

## Tsunami Warnings

### Del Norte County Office of Emergency Services

#### Del Norte Community Alert System - Register

<https://member.everbridge.net/index/892807736723128#/signup>

#### Del Norte Community Alert System – Update Your Information

<https://member.everbridge.net/892807736723128/login>

### Humboldt County Office of Emergency Services (OES)

#### Humboldt Alert – Register

<https://member.everbridge.net/index/453003085616405#/signup>

#### Humboldt Alert – Update Your Information

<https://member.everbridge.net/453003085616405/login>

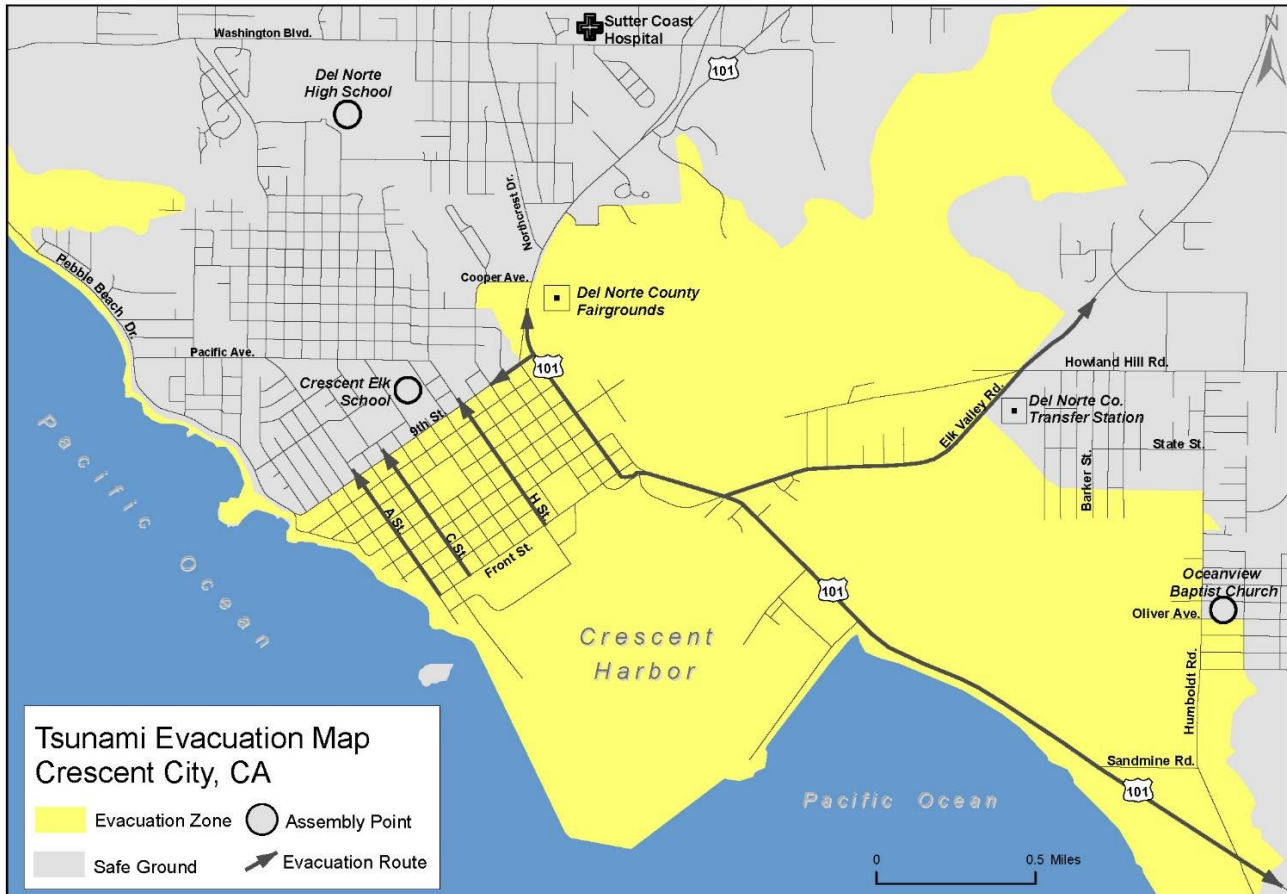
### Federal and International Warning Systems

#### NOAA / National Weather Service – U.S. Tsunami Warning System

<https://ntwc.ncep.noaa.gov/>

## Inundation and Evacuation Maps - Del Norte County

### Crescent City



Note: This evacuation map is based on the State of California inundation projections and the best currently available scientific information. It is intended for emergency planning purposes only. This map may be revised as new information becomes available.





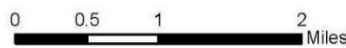
Klamath

Klamath Tsunami Evacuation Zone



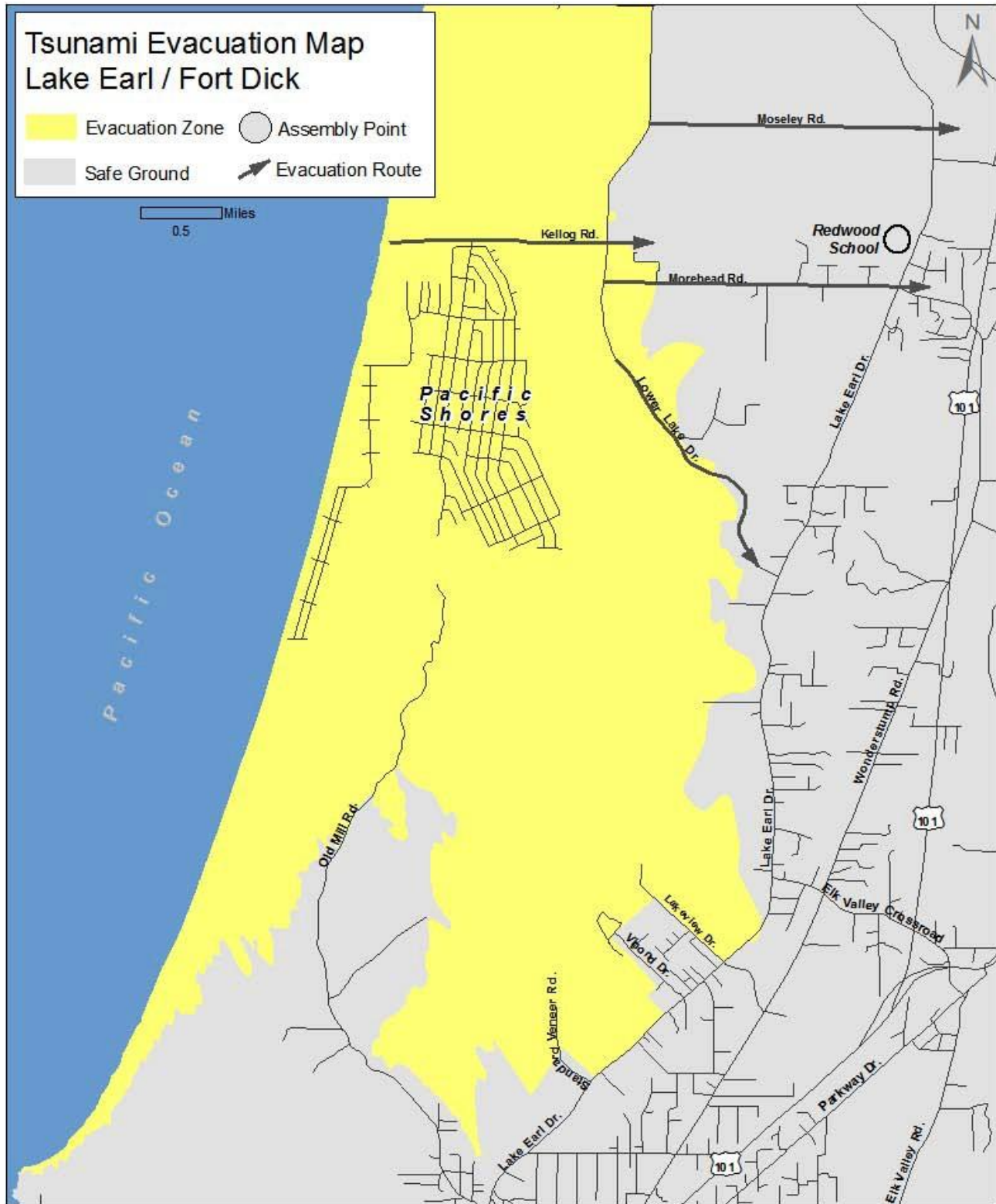
Legend

- Yurok Roads
- Tsunami Evacuation Zone
- Bodies of Water
- Safe Areas



Map Creator: Yurok Tribe Emergency Services  
 Date: February 2010  
 Sources: Yurok Tribe Land Management & The National Weather Service

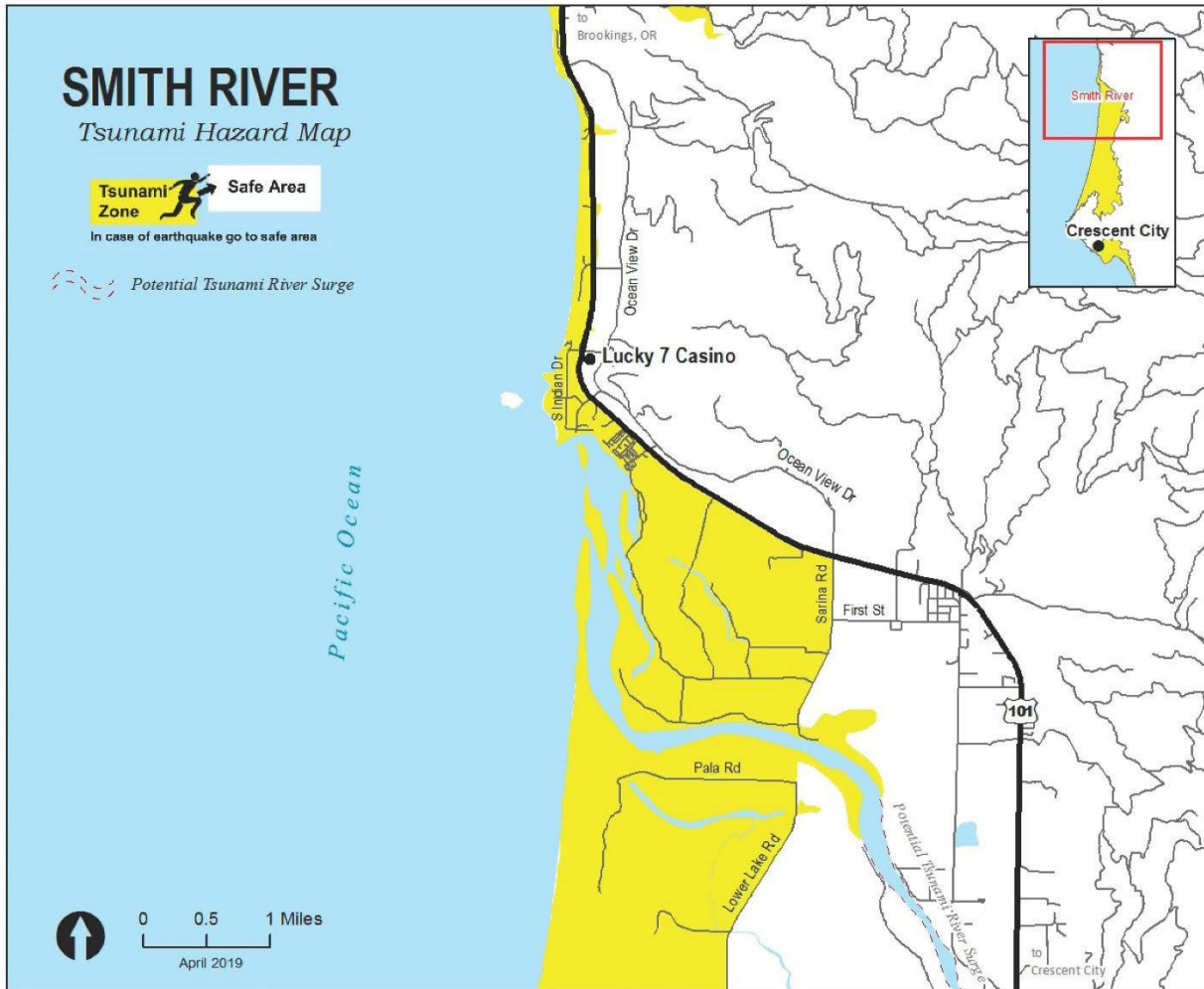
### Lake Earl/Fort Dick



Note: This evacuation map is based on the State of California inundation projections and the best currently available scientific information. It is intended for emergency planning purposes only. This map may be revised as new information becomes available.



## Smith River



**This map is to help you protect yourself from the worst-case tsunami expected along our coast.** It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be

changed or updated as additional scientific information becomes available. It includes no information about the probability of a tsunami hitting our area and does not reflect how an actual tsunami may impact the region. **It is intended to support tsunami evacuation planning and should not be used for any other purposes.**

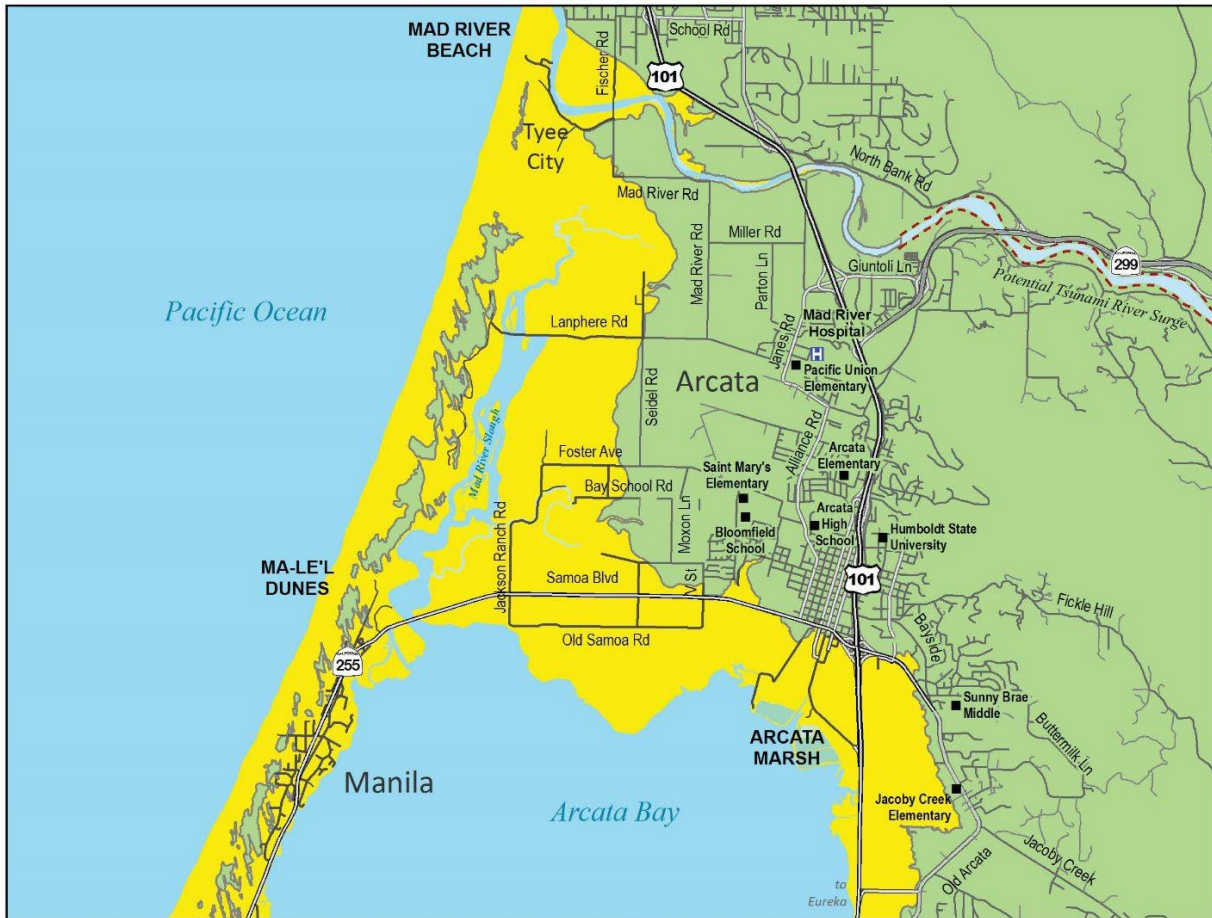
# Humboldt County

## Humboldt Regional



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## Arcata



**ARCATA**  
*Tsunami Hazard Map*

**Tsunami Zone** → **Safe Area**  
If you feel an earthquake, go to safe area

0 1 Miles  
August 2020

This map is to help you protect yourself from the worst-case tsunami expected along our coast. It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be changed or updated as


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Arcata Bay



**ARCATA BAY**  
 Tsunami Hazard Map

**Tsunami Zone**  **Safe Area**  
 If you feel an earthquake, go to safe area

 0 1 Miles  
 August 2020

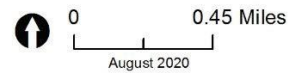
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## Big Lagoon



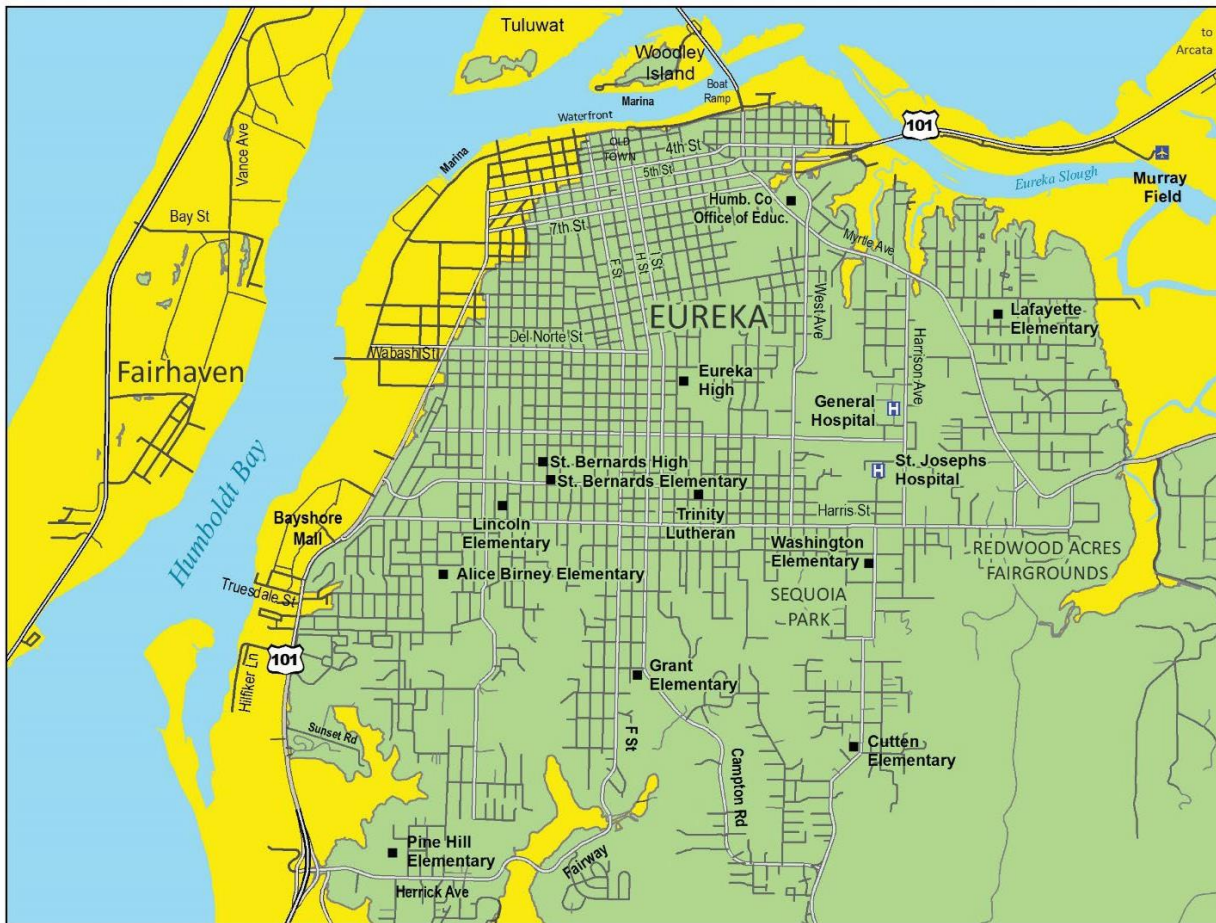
### BIG LAGOON Tsunami Hazard Map



This map is to help you protect yourself from the worst-case tsunami expected along our coast. It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be changed or updated as

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Eureka



**EUREKA**  
 Tsunami Hazard Map

Tsunami Zone
Safe Area

If you feel an earthquake, go to safe area

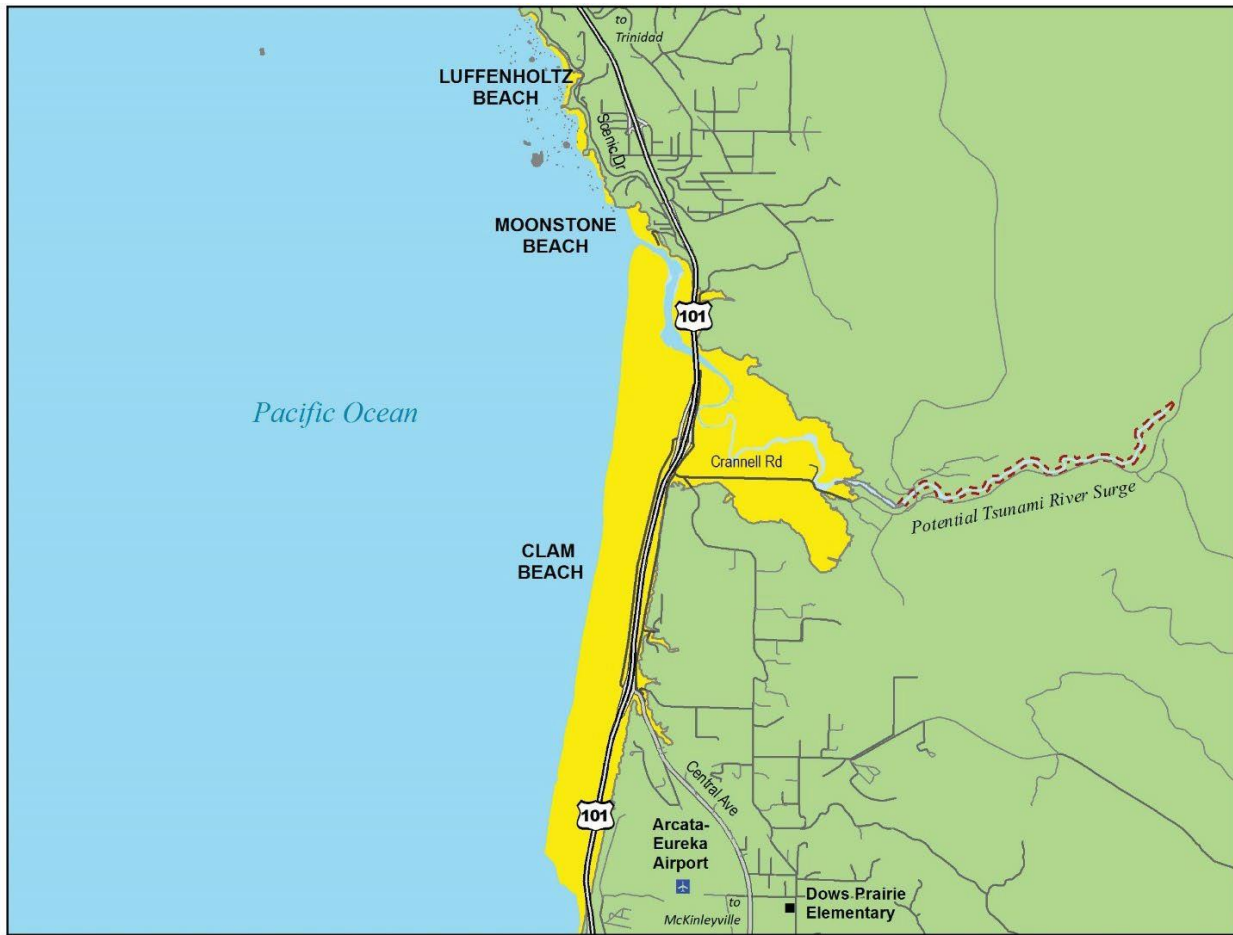
0 0.6 Miles  
August 2020

This map is to help you protect yourself from the worst-case tsunami expected along our coast. It is based on the Relative Tsunami Hazard Maps developed by Humboldt State University and tsunami inundation mapping by the California Geological Survey. It uses the best currently available information and may be changed or updated as

additional scientific information becomes available. It includes no information about the probability of a tsunami hitting our area and does not reflect how an actual tsunami may impact the region. It is intended to support tsunami evacuation planning and should not be used for any other purposes.



### Moonstone & Clam Beach



### MOONSTONE & CLAM BEACH Tsunami Hazard Map

**Tsunami Zone** → **Safe Area**  
If you feel an earthquake, go to safe area

0 0.75 Miles  
August 2020

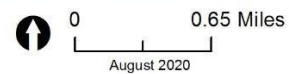
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Orick



**ORICK**  
 Tsunami Hazard Map



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## Tsunami Natural Warning Signs



TSUNAMI

Tsunamis can be detected using our human senses.  
Recognize a tsunami's natural warning signs.

### FEEL

- Big local earthquakes may cause tsunamis.
- **FEEL** the ground shaking severely, or for a long time?

### SEE

- Tsunami may be preceded by rapid fall in sea level as the ocean recedes, exposing reefs, rocks, and fishes on the sea bottom.
- Tsunami often come ashore as a wall of water, and quickly flood inland.
- **SEE** an unusual disappearance of water, or oncoming wall of water?

### HEAR

- Abnormal ocean activity, a wall of water, and approaching tsunami create a loud "roaring" sound similar to that of a train or jet aircraft.
- **HEAR** the roar?

### RUN

- Don't wait for official evacuation orders.
- Immediately leave low-lying coastal areas.
- Move inland to higher ground.
- **RUN** if you see a tsunami coming!





## List of Historic Tsunamis in California

Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
3/11/2011	Honshu, Japan	Alameda	10:49	0.51	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Alameda	4:08	0.11	7.5 / 7.7
3/11/2011	Honshu, Japan	Albion	?	0.8	8.3 / 9.0
3/28/1964	Gulf of Alaska	Arena Cove	?	1.8	- / 9.2
11/15/2006	So.Kuril Islands, Russia	Arena Cove	8:16	0.61	7.8 / 8.3
9/30/2009	Samoa Islands	Arena Cove	10:27	0.44	8.1 / 8.0
2/27/2010	Central Chile	Arena Cove	14:14	0.36	8.5 / 8.8
3/11/2011	Honshu, Japan	Arena Cove	9:44	1.74	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Arena Cove	2:57	0.35	7.5 / 7.7
3/28/1964	Gulf of Alaska	Avila Beach	5:10	1.6	- / 9.2
3/11/2011	Honshu, Japan	Ballona Creek	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Berkeley Marina	?	0.51	8.3 / 9.0
3/11/2011	Honshu, Japan	Bodega Bay/Spud Point Marina	?	0.7	8.3 / 9.0
3/11/2011	Honshu, Japan	Bolinas Stinson Beach	?	0.9	8.3 / 9.0
3/28/1964	Gulf of Alaska	Capitola	?	2.1	- / 9.2
3/11/2011	Honshu, Japan	Carlsbad	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Channel Islands Harbor	?	1.2	8.3 / 9.0
3/11/2011	Honshu, Japan	Chula Vista Marina	?	0.2	8.3 / 9.0
3/11/2011	Honshu, Japan	Clipper Yacht Harbor, Sausalito	?	0.8	8.3 / 9.0
3/11/2011	Honshu, Japan	Coronado Island Lifeguard HQ	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Coronado Naval Air Base	?	0.3	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Crescent City	8:31	0.88	7.8 / 8.3
8/16/2007	Peru	Crescent City	: :11	0.16	7.9 / 8.0
9/30/2009	Samoa Islands	Crescent City	: :56	0.33	8.1 / 8.0
2/27/2010	Central Chile	Crescent City	: :06	0.64	8.5 / 8.8
3/11/2011	Honshu, Japan	Crescent City	9:47	2.47	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Crescent City	2:40	0.44	7.5 / 7.7
2/27/2010	Central Chile	Dana Point Harbor	?	0.7	8.5 / 8.8
3/11/2011	Honshu, Japan	Dana Point Harbor	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Del Mar	?	0.9	8.3 / 9.0
3/11/2011	Honshu, Japan	Dolphin Isle Marina, Noyo River	?	0.8	8.3 / 9.0

Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
3/11/2011	Honshu, Japan	Emery Cove Yacht Harbor	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Encinitas Batiquitos, San Elijo	?	1	8.3 / 9.0
2/27/2010	Central Chile	Half Moon Bay	?	0.6	8.5 / 8.8
3/11/2011	Honshu, Japan	Half Moon Bay	?	0.7	8.3 / 9.0
3/11/2011	Honshu, Japan	Harbor Island West Marina	?	0.3	8.3 / 9.0
3/11/2011	Honshu, Japan	Huntington Harbor	?	0.72	8.3 / 9.0
3/11/2011	Honshu, Japan	Imperial Beach	?	0.5	8.3 / 9.0
3/11/2011	Honshu, Japan	Jenner Russian River	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	King Harbor, Redondo Beach	?	0.7	8.3 / 9.0
3/11/2011	Honshu, Japan	Klamath River	?	2.5	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	La Jolla	9:41	0.1	7.8 / 8.3
2/27/2010	Central Chile	La Jolla	13:28	0.6	8.5 / 8.8
3/11/2011	Honshu, Japan	La Jolla	11:00	0.39	8.3 / 9.0
3/11/2011	Honshu, Japan	La Jolla	?	0.9	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	La Jolla	4:37	0.05	7.5 / 7.7
3/11/2011	Honshu, Japan	Long Beach Marina	?	0.7	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Los Angeles	?	0.11	7.8 / 8.3
9/30/2009	Samoa Islands	Los Angeles	?	0.13	8.1 / 8.0
2/27/2010	Central Chile	Los Angeles	13:41	0.42	8.5 / 8.8
3/11/2011	Honshu, Japan	Los Angeles	?	0.49	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Los Angeles	4:24	0.08	7.5 / 7.7
3/11/2011	Honshu, Japan	Mare Island	?	0.07	8.3 / 9.0
2/27/2010	Central Chile	Marina Del Rey	?	0.1	8.5 / 8.8
3/11/2011	Honshu, Japan	Marina Del Rey	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Martinez	?	0.06	8.3 / 9.0
3/28/1964	Gulf of Alaska	Martins Beach	?	3	- / 9.2
3/11/2011	Honshu, Japan	Mission Bay	?	0.9	8.3 / 9.0
2/27/2010	Central Chile	Mission Bay San Diego	?	0.6	8.5 / 8.8
3/28/1964	Gulf of Alaska	Monterey	?	1.4	- / 9.2
9/30/2009	Samoa Islands	Monterey	11:38	0.15	8.1 / 8.0
2/27/2010	Central Chile	Monterey	13:57	0.36	8.5 / 8.8
3/11/2011	Honshu, Japan	Monterey	10:01	0.7	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Monterey	3:30	0.14	7.5 / 7.7
2/27/2010	Central Chile	Morro Bay Harbor	?	0.5	8.5 / 8.8
3/11/2011	Honshu, Japan	Morro Bay Harbor	?	1.6	8.3 / 9.0

Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
3/28/1964	Gulf of Alaska	Moss Landing	?	1.4	- / 9.2
10/18/1989	Loma Prieta, California	Moss Landing	?	1	7.1 / -
2/27/2010	Central Chile	Moss Landing	?	0.3	8.5 / 8.8
3/11/2011	Honshu, Japan	Moss Landing	?	2	8.3 / 9.0
3/11/2011	Honshu, Japan	New Port Beach Harbor	?	0.3	8.3 / 9.0
2/27/2010	Central Chile	Newport Beach	?	0.5	8.5 / 8.8
11/15/2006	So.Kuril Islands, Russia	North Spit Humboldt Bay	unknown	0.17	7.8 / 8.3
2/27/2010	Central Chile	North Spit Humboldt Bay	15:02	0.23	8.5 / 8.8
3/11/2011	Honshu, Japan	North Spit Humboldt Bay	?	0.97	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	North Spit, Humboldt Bay	2:42	0.12	7.5 / 7.7
3/11/2011	Honshu, Japan	Noyo River Harbor	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Ocean Beach	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Oceano Dunes SRA	?	1	8.3 / 9.0
2/27/2010	Central Chile	Oceanside Harbor	?	0.6	8.5 / 8.8
3/11/2011	Honshu, Japan	Oceanside Harbor	?	0.5	8.3 / 9.0
2/27/2010	Central Chile	Oxnard	?	1	8.5 / 8.8
3/11/2011	Honshu, Japan	Oxnard	?	1.2	8.3 / 9.0
3/28/1964	Gulf of Alaska	Pacifica	?	1.4	- / 9.2
3/11/2011	Honshu, Japan	Pacifica	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Pier 39, San Francisco	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Pillar Point Harbor	?	0.7	8.3 / 9.0
2/27/2010	Central Chile	Pismo Beach	?	1.2	8.5 / 8.8
3/11/2011	Honshu, Japan	Pismo Beach	?	1	8.3 / 9.0
3/11/2011	Honshu, Japan	Platform Harvest	?	0.15	8.3 / 9.0
3/11/2011	Honshu, Japan	Point Arena	?	1.74	8.3 / 9.0
11/4/2000	Pt. Arguello, California	Point Arguello	?	?	?
11/15/2006	So.Kuril Islands, Russia	Point Reyes	8:36	0.33	7.8 / 8.3
9/30/2009	Samoa Islands	Point Reyes	11:02	0.39	8.1 / 8.0
2/27/2010	Central Chile	Point Reyes	14:25	0.46	8.5 / 8.8
3/11/2011	Honshu, Japan	Point Reyes	10:06	1.35	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Point Reyes	3:15	0.24	7.5 / 7.7
3/11/2011	Honshu, Japan	Port Chicago	?	0.04	8.3 / 9.0
2/27/2010	Central Chile	Port Hueneme	?	0.7	8.5 / 8.8
3/11/2011	Honshu, Japan	Port Hueneme	?	1.4	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Port San Luis	?	0.56	7.8 / 8.3
9/30/2009	Samoa Islands	Port San Luis	11:43	0.28	8.1 / 8.0
2/27/2010	Central Chile	Port San Luis	?	0.8	8.5 / 8.8
3/11/2011	Honshu, Japan	Port San Luis	10:23	2.02	8.3 / 9.0

Date	Source Location	Tsunami Location	Travel Time (hrs:mins)	Height (m)	Source Magnitude (Ms / Mw)
10/28/2012	Queen Charlotte Islands, Canada	Port San Luis	3:54	0.27	7.5 / 7.7
3/11/2011	Honshu, Japan	Pt Loma Sub Base/Ballast Pt	?	0.5	8.3 / 9.0
3/11/2011	Honshu, Japan	Redwood City	11:54	0.12	8.3 / 9.0
11/15/2006	So.Kuril Islands, Russia	Richmond	?	0.09	7.8 / 8.3
3/11/2011	Honshu, Japan	Richmond	?	0.35	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Richmond	4:04	0.09	7.5 / 7.7
11/15/2006	So.Kuril Islands, Russia	San Diego	?	0.09	7.8 / 8.3
2/27/2010	Central Chile	San Diego	13:30	0.4	8.5 / 8.8
3/11/2011	Honshu, Japan	San Diego	11:20	0.63	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	San Diego	6:00	0.05	7.5 / 7.7
3/28/1964	Gulf of Alaska	San Francisco	5:06	1.1	- / 9.2
11/15/2006	So.Kuril Islands, Russia	San Francisco	9:06	0.16	7.8 / 8.3
9/30/2009	Samoa Islands	San Francisco	11:00	0.1	8.1 / 8.0
2/27/2010	Central Chile	San Francisco	14:46	0.32	8.5 / 8.8
3/11/2011	Honshu, Japan	San Francisco	?	0.62	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	San Francisco	3:48	0.14	7.5 / 7.7
3/28/1964	Gulf of Alaska	San Rafael	?	1.5	- / 9.2
11/15/2006	So.Kuril Islands, Russia	Santa Barbara	?	0.4	7.8 / 8.3
9/30/2009	Samoa Islands	Santa Barbara	?	0.25	8.1 / 8.0
2/27/2010	Central Chile	Santa Barbara	13:56	0.91	8.5 / 8.8
3/11/2011	Honshu, Japan	Santa Barbara	10:40	1.02	8.3 / 9.0
11/29/1975	?	Santa Catalina Island	?	1.4	7.2 / -
3/28/1964	Gulf of Alaska	Santa Cruz	?	1.5	- / 9.2
9/30/2009	Samoa Islands	Santa Cruz	?	0.7	8.1 / 8.0
2/27/2010	Central Chile	Santa Cruz	?	0.9	8.5 / 8.8
3/11/2011	Honshu, Japan	Santa Cruz Harbor	?	1.9	8.3 / 9.0
3/28/1964	Gulf of Alaska	Santa Monica	5:39	1	- / 9.2
11/15/2006	So.Kuril Islands, Russia	Santa Monica	10:08	0.15	7.8 / 8.3
9/30/2009	Samoa Islands	Santa Monica	10:51	0.15	8.1 / 8.0
2/27/2010	Central Chile	Santa Monica	13:51	0.64	8.5 / 8.8
3/11/2011	Honshu, Japan	Santa Monica	10:56	0.85	8.3 / 9.0
10/28/2012	Queen Charlotte Islands, Canada	Santa Monica	4:19	0.08	7.5 / 7.7
3/28/1964	Gulf of Alaska	Sausalito	?	1.2	- / 9.2
3/11/2011	Honshu, Japan	Scripps	?	0.25	8.3 / 9.0



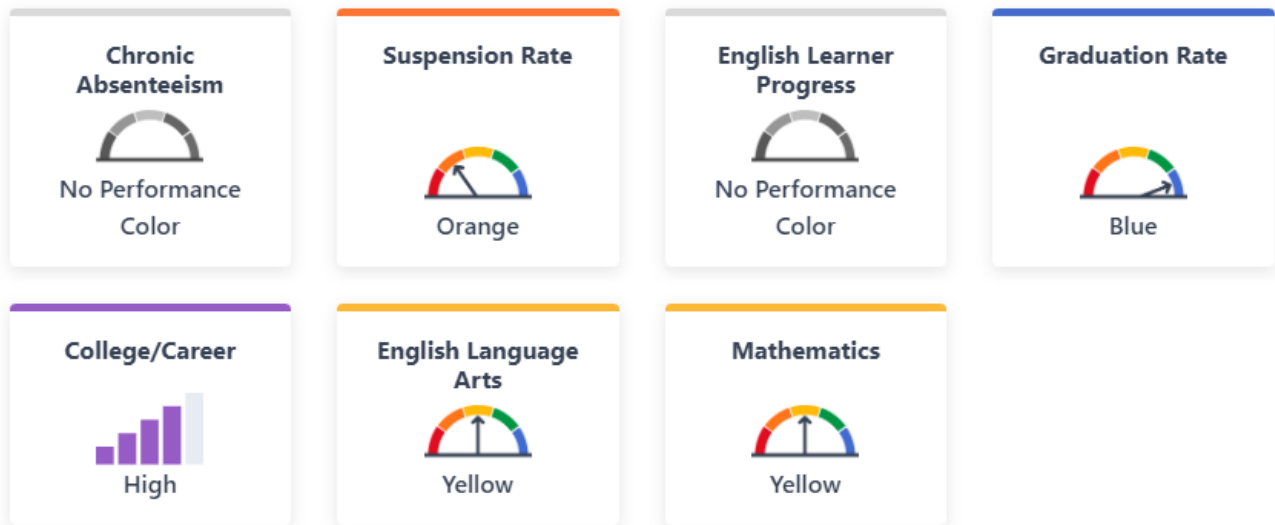
<b>Date</b>	<b>Source Location</b>	<b>Tsunami Location</b>	<b>Travel Time (hrs:mins)</b>	<b>Height (m)</b>	<b>Source Magnitude (Ms / Mw)</b>
3/28/1964	Gulf of Alaska	Sea View	?	3.8	- / 9.2
3/11/2011	Honshu, Japan	Shelter Cove Marina, San Diego	?	0.3	8.3 / 9.0
3/11/2011	Honshu, Japan	Shelter Island Dock, San Diego	?	0.8	8.3 / 9.0
3/11/2011	Honshu, Japan	Silver Strand State Beach	?	0.6	8.3 / 9.0
3/11/2011	Honshu, Japan	Smith River	?	2	8.3 / 9.0
2/27/2010	Central Chile	Sunset	?	0.5	8.5 / 8.8
3/11/2011	Honshu, Japan	Tijuana River Wetlands	?	0.2	8.3 / 9.0
3/28/1964	Gulf of Alaska	Tomales Bay	?	1	- / 9.2
2/27/2010	Central Chile	Ventura	?	0.9	8.5 / 8.8
3/11/2011	Honshu, Japan	Ventura Harbor	?	1.3	8.3 / 9.0
3/11/2011	Honshu, Japan	Waldo Point Marina, Sausalito	?	1.5	8.3 / 9.0

## Section 3 – Data Analysis

# School Performance Overview Dashboard

## School Performance Overview – 2023

### McKinleyville High

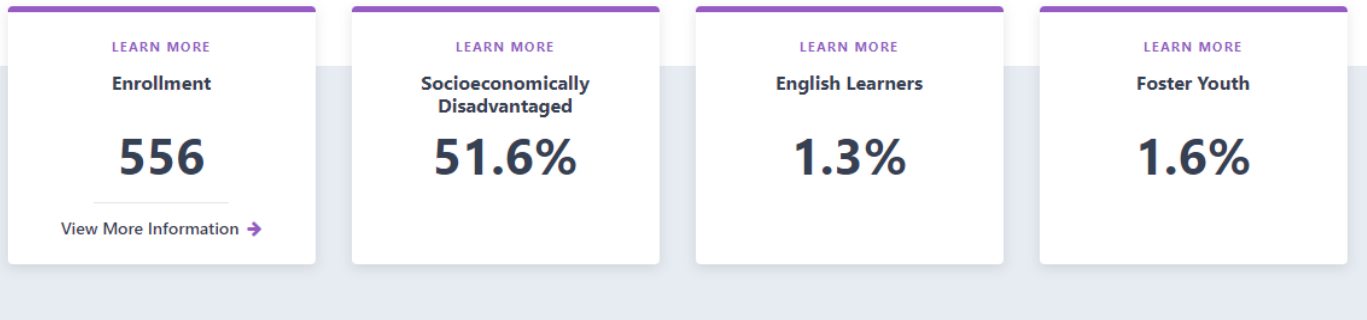


## Student Population – 2023

MCKINLEYVILLE HIGH

### Student Population

Explore information about this school's student population.

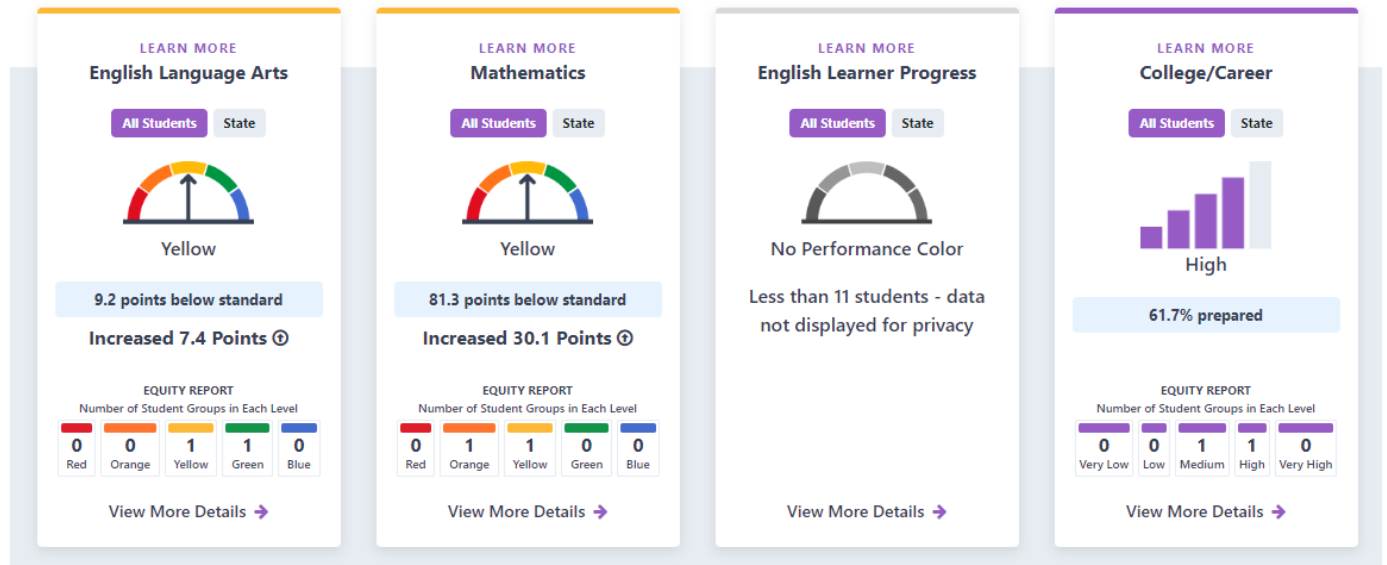


## Academic Performance – 2023

MCKINLEYVILLE HIGH

### Academic Performance

View Student Assessment Results and other aspects of school performance.

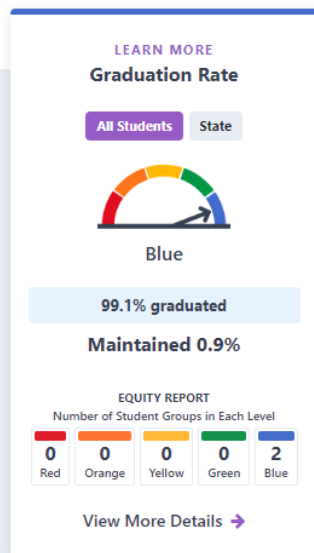


## Academic Engagement – 2023

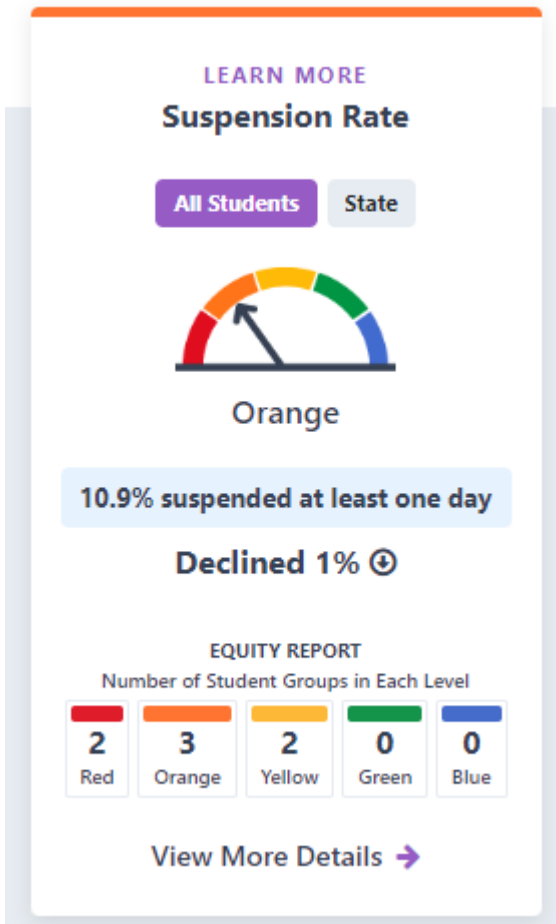
MCKINLEYVILLE HIGH

### Academic Engagement

See information that shows how well schools are engaging students in their learning.

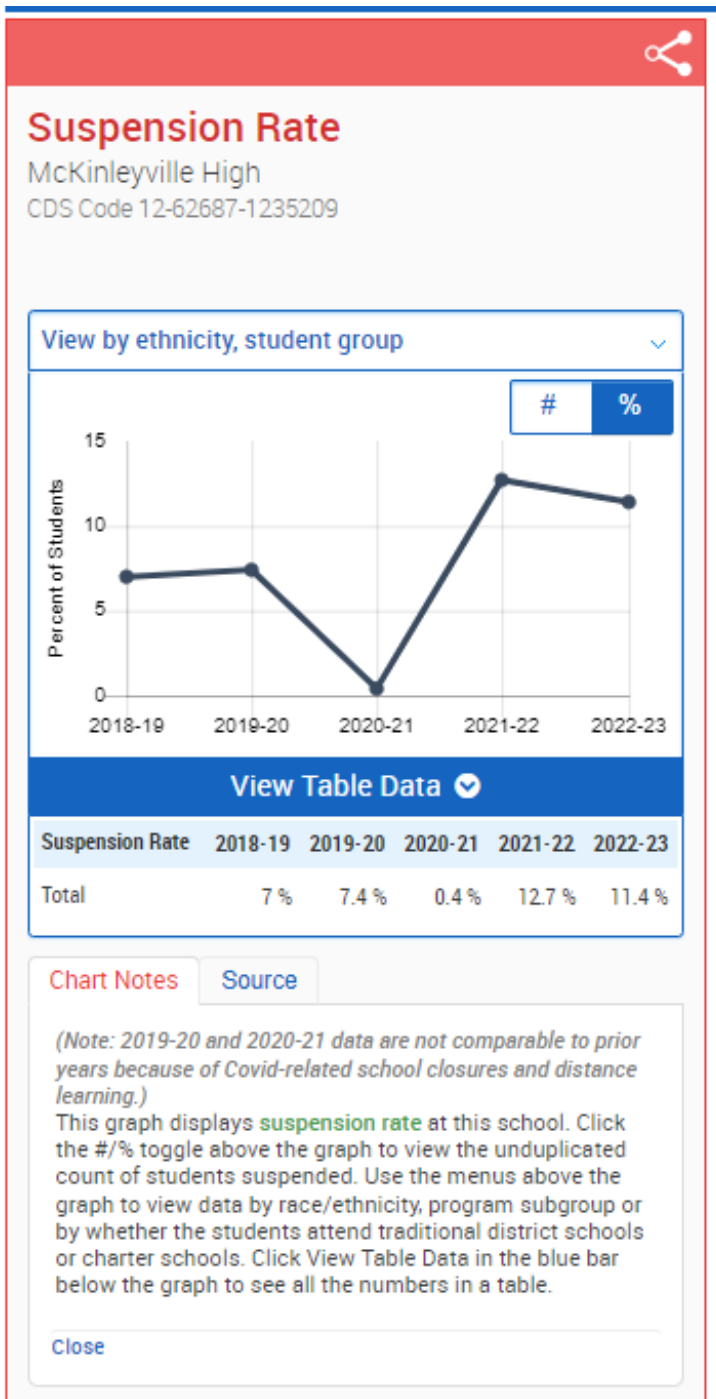


## Conditions and Climate – 2023



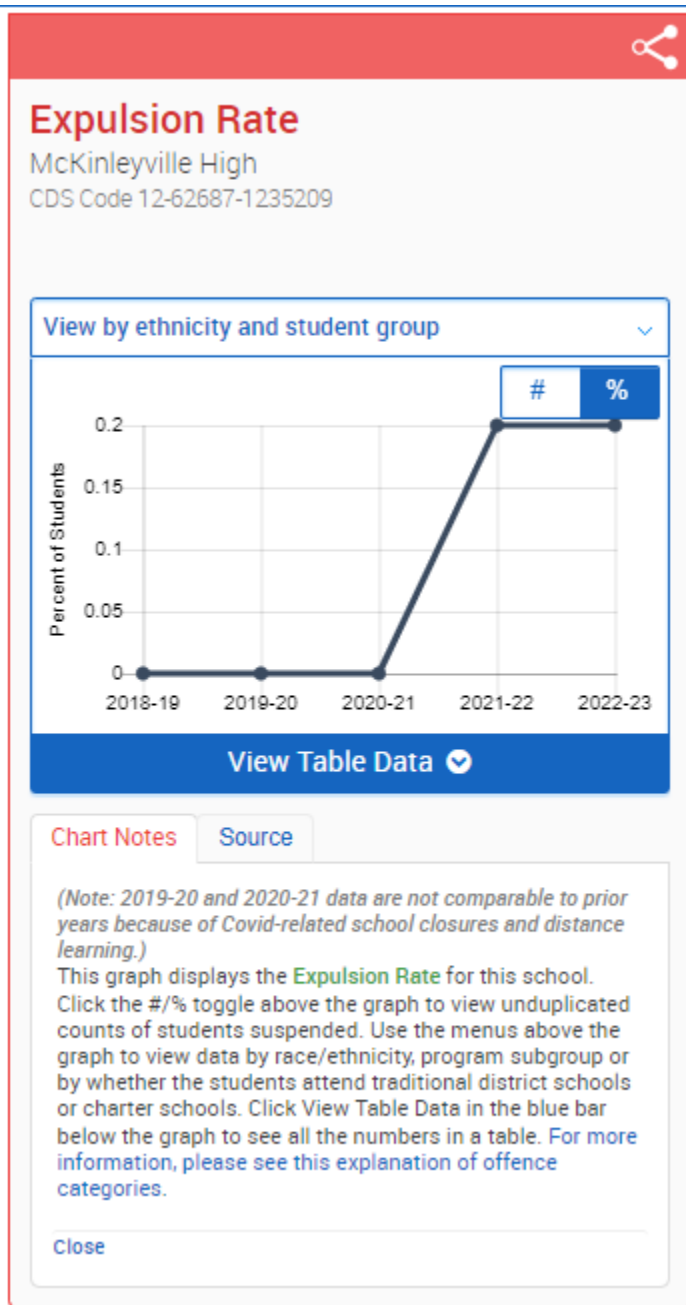
# Suspension/Expulsion Data

## Suspension Rate





## Expulsion Rate



## Drills, Training, and Exercises – Conducted

Fire

Earthquake

Evacuation

Lockdown

Shelter-in-Place

## Section 4 – Action Plan

## Action Plan

### Areas of Pride/Accomplishments

- Our faculty and staff work together to ensure a safe and supportive environment for our students.
- Our teachers are focused on providing rigorous and engaging academic instruction.
- We have installed Safety Sensors in the restrooms.
- We have increased signage on doors and buildings.
- We have a workplace safety MOU with our certificated staff.
- We have purchased emergency backpacks for field trips.
- We have inventoried emergency containers and stocked up on supplies.
- We have participated in Keenan safety trainings as a staff.
- As a district we participated in an Introduction to ICS training.
- We held a "Safety Day" with guest speakers from Arcata Fire, Arcata Police, Red Cross, and California Highway Patrol.
- We conducted all of our safety drills, including full evacuation within the first month of school.
- We have a new, updated emergency intercom system.
- We have in house CPI and Restorative Practices Trainers.
- We have created a district wide discipline flow chart.
- We have conducted student feedback sessions regarding safety and school climate.
- We have created a Wellness Room.

### Findings & Desired Improvements

- Continue to consult with outside agencies and resources.
- Further development and implementation of the Incident Command System.
- Use of the Incident Command System to communicate effectively.
- Training on Emergency Situations, increase Emergency Drill frequency.
- Conduct a full-scale emergency drill in the spring with other emergency agencies involved to provide feedback.
- To use the new MTSS module to make data informed decisions to reduce disproportionate outcomes.

Section 4 – Action Plan

- To use student feedback data to make school improvements

## Priorities/Goals

- To improve our site safety plan and train our staff in the Incident Command System.
- To train staff in CPI and Restorative Practices.

## Overall Strategies for the 2024/2025 School Year

### **Component 1 People and Programs (School Climate):**

- To continue to promote evidence-based practices for preventing problem behaviors.
- To use CPI and Restorative Practices as the basis of all we do

### **Component 2 Places (Physical Environment):**

- More warm, dry places to eat at lunch
- Look at desks that are more flexible and comfortable



## NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

### **AGENDA ITEM: 9.2**

#### **SUBJECT:**

Home-to-School Transportation Service Plan

#### **DEPARTMENT/PROGRAM:**

Transportation

#### **ACTION REQUESTED:**

Recommend approval of the 2023-24 Home-to-School Transportation Service Plan

#### **PREVIOUS STAFF/BOARD ACTION:**

#### **BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Home-to-School (HTS) Transportation Reimbursement was implemented by Assembly Bill (AB) 181 (Chapter 52, Statutes of 2022) and amended by AB 185 (Chapter 571, Statutes of 2022). It provides reimbursement funding for school districts and county offices of education (COEs) based on the prior year eligible transportation expenditures and prior year Local Control Funding Formula (LCFF) transportation related add-on funding.

#### **FISCAL IMPLICATIONS:**

Additional \$218,732 in estimated transportation funds.

#### **CONTACT PERSON:**

Sarah Goodwin, Director of Transportation

Cindy Vickers, Director of Fiscal Services

### **AGENDA ITEM: 11.1**

# Northern Humboldt Union High School District Transportation Plan 2023-2024

**Transportation Services:** Northern Humboldt UHSD provides home to school transportation to students at no charge via school buses and shuttle vans. The District is a 9-12 grade District which serves an area of 764 square miles. The District consists of two four-year high schools, two continuation high schools, a dependent charter high school, and an independent study program. The District began the 2023-2024 school year with 1,790 students enrolled. The current percentage of Unduplicated students is approximately 42%. The transportation program provides transportation in accordance with our Board Policies 3540-3544.2. (available on the District website). Transportation routes and stops are developed to promote the safety of students and maximum efficiency in the use of buses. The Board of Trustees desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure access to the educational program, promote regular attendance and reduce tardiness.

**Accessibility for Students With Disabilities and Homeless Youth:** Students with disabilities shall be provided transportation services as required by their IEP. The process involves determining whether a student requires transportation, either related to the severity of their disability or because they must attend a school other than their school of residence to receive the services they need. Station to station is the primary method of transportation. However, curb to curb service is provided for students with severe physical disabilities or delay in social, emotional, or cognitive development such that they cannot independently navigate large distances. Homeless students, that are attending our schools, are provided station to station transportation service. In some instances, a parent may be provided cash-in-lieu of transportation reimbursement based on the current rate determined by the IRS. In addition, the District provides public transportation bus passes to our homeless youth. These passes may be obtained at the school site office.

**Free Transportation for Unduplicated Pupils requirement** - Students receiving either General Education or Special Education transportation service, including Unduplicated Pupils, such as; low socio-economic, English Learners, homeless, or foster youth receive transportation service at no charge. Northern Humboldt UHSD does not charge fees for transportation for any student group.

**Consultations:** The District conducted a Pupil Transportation Program Study Assessment in May 2022. The Study provided an extensive review of Northern Humboldt UHSD's Transportation services, with input from various staff groups via interviews. The Director of Transportation collaborated with the North Coast Unified Air Quality Management District, discussing the need to reduce emissions by purchasing electric buses. In addition, the Humboldt County Transit works with the District to facilitate the transportation of homeless and low-income students via bus passes. The District has a meaningful relationship with our local native american stakeholders. Transportation has been discussed in various meetings. The District gathered input from various stakeholders through staff meetings, LCAP community meetings, telephone, email, and in-person one-on-one

**Revenue Calculation**

Total 2022-2023 Transportation Expenses (Function 3600)	779,592.00
Less Capital Outlay (object 6XXX, Function 3600)	
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	-
Estimated 60% Reimbursement	467,755.20
Less 2022-2023 Transportation add-on (from LCFF Calculator)	249,023.00
<b>Total Revenue (Object 8590, Resource 0000)</b>	<b>218,732.20</b>

**Expenditures and Other Financing Uses**

2000-2999 - Classified Salaries	345,120.37
3000-3999 - Employee Benefits	209,944.54
4000-4999 - Books and Supplies	210,910.64
5000-5999 - Services and other Operating Expenditures	13,616.80
6000-6999 - Capital Outlay	
7000-7999 - Other Outgo	-
<b>Total Expenditures</b>	<b>779,592.35</b>

**Board Approval Date:** 3/12/2024

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.



# NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM:** 9.3

**SUBJECT:**

LCAP

**DEPARTMENT/PROGRAM:**

Community Leadership/Engagement

**INFORMATION ITEM/DISCUSSION:**

LCAP Steering Update

**CONTACT PERSON:**

Jorey McComas, LCAP Coordinator





# NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM:** 11.1

**SUBJECT:**

Wellness Committee

**DEPARTMENT/PROGRAM:**

Governance Team Issues/Reflection/Planning

**ACTION REQUESTED:**

Recommend approval of Board member to serve on District School Wellness Committee

**PREVIOUS STAFF/BOARD ACTION:**

A board member was not able to serve on our last review in 2020-2021.

**BACKGROUND INFORMATION AND/OR STATEMENT OF NEED:**

Northern Humboldt Union High School District will meet to review district policy and bring revisions to the school board for approval at the May/June board meeting.

The district is required by federal law to keep the Local School Wellness Policy (LSWP) current for all schools under its jurisdiction with a review every three years. LSWPs are an important tool for parents and school districts in promoting student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet the minimum federal school meal standards.

**Local School Wellness Policies must include:**

Measurable goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness

- Nutrition guidelines for all foods and beverages sold or made available on school campus during the school day
- Policies for food and beverage marketing
- Requirements that stakeholders be provided opportunities to participate in the development, implementation, and periodic review and update of the wellness policy
- A plan for measuring effectiveness that is measured triennially and made available to the public
- Annual notification informing and updating the public (parents, students, and others in the community) about the content and implementation of the LSWP
- Designation of one or more LEA officials or school officials by position or title, to ensure that each school complies with the LSWP

The committee includes students, parents, Health teachers, general education teachers, food service employees, administration and a board member.

**FISCAL IMPLICATIONS:**

None

**CONTACT PERSON:**

Suzie McCray, Director of Accountability/Programs

Cindy Vickers, Dir of Fiscal Services



# NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

**AGENDA ITEM:** 11.2-11.5

**SUBJECT:**

Governance Team

**DEPARTMENT/PROGRAM:**

Governance Team Issues/Reflection/Planning

**INFORMATION ITEM/DISCUSSION:**

11.2 UDL Book Study Discussion

11.3 Reflection on Current Meeting

11.4 Closing comments

11.5 Next Meeting- Regular Meeting: April 9, 2024