



LAGUNITAS SCHOOL DISTRICT

One Lagunitas School Road
San Geronimo, CA

REGULAR MEETING OF THE GOVERNING BOARD

THURSDAY, FEBRUARY 16, 2023

Closed Session: 5:30 pm - (Staff Lounge)

Open Session: 6:30 pm - (Middle School Room 12)

Richard Sloan, President

Aaron Michelson, Clerk

Denise Bohman

Steve Rebscher

James Sanders

Laura Shain, Superintendent/Principal

1. CALL MEETING TO ORDER:

Steve Rebscher, Chair

2. APPROVAL OF CLOSED SESSION AGENDA:

Board Members will approve the Closed Session Agenda.

3. PUBLIC COMMENTS ON CLOSED SESSION AGENDA:

Members of the public may address the Board regarding items on the Agenda as such items are taken up or, for closed session items, prior to board adjournment to Closed Session.

4. RECESS TO CLOSED SESSION:

Closed Session Agenda:

- 4.1. Pursuant to Section 54957.6: Conference with Labor Negotiators; Certificated, Classified, Management/Confidential

- 4.2. Pursuant to Section 54957: Public Employee Discipline/Dismissal/Release
- 4.3. Pursuant to Section 54956.9 (d): Conference with Legal Counsel-Anticipated Litigation
- 4.4. Reconvene in Open Session

5. REPORT OUT FROM CLOSED SESSION

6. INTRODUCTIONS

7. PUBLIC COMMENTS

This is an opportunity for the public to address the Trustees on matters related to school business that are not on the agenda. No comment, discussion, deliberation, or action can be taken by the Trustees unless the matter is placed on the agenda.

8. APPROVAL OF OPEN SESSION AGENDA:

Board Members will review and approve the Open Session Agenda.

9. REPORTS

- 9.1. BOARD MEMBER REPORTS
- 9.2. SUPERINTENDENT/PRINCIPAL REPORT
- 9.3. FACILITIES REPORT
 - Skate Park Update
 - Lower Field Update
 - Gym Repair Update
- 9.4. SAN GERONIMO VALLEY COMMUNITY CENTER REPORT

10. CORRESPONDENCE / INFORMATION ITEMS

- 10.1. ENROLLMENT UPDATE: FEBRUARY 2023
- 10.2. LETTER FROM MARIN COUNTY OFFICE OF EDUCATION DATED JANUARY 17, 2023
- 10.3. GOVERNOR'S PROPOSED 2023-2024 BUDGET

11. ITEMS FOR DISCUSSION ONLY

- 11.1. Local Control Accountability Plan (LCAP)
 - Review and Ongoing Community Input
- 11.2. LONG RANGE PLAN
 - Discussion on the goals: Academic and Finance & Staffing
- 11.3. DEVELOP BOARD POLICY ON WHEN TO CONSIDER CLOSING OR MERGING PROGRAMS

12. CONSENT AGENDA

Consent Agenda: All items are approved by a single action. Any member of the Board may remove an item from the consent agenda for separate discussion.

Consent Action

- 12.1. Recommend Approval of Minutes - Meetings: January 19, 2023 and January 30, 2023
- 12.2. Recommend Approval of Warrants for January 2023
- 12.3. Recommend Approval of Overnight Field Trip Request for Montessori's 4th/5th grade class to Nature Bridge at Golden Gate from April 24 - 26, 2023
- 12.4. Recommend Approval of Overnight Field Trip Request for Open Classroom (all grades) to Olema Campground from May 4 - 6, 2023
- 12.5. Recommend Approval of Revised School Calendar for 2022-2023
- 12.6. Recommend Approval of Interdistrict Transfer List #1, 2023-2024
- 12.7. Recommend Approval of Board Meeting Schedule for 2023-2024

13. DISCUSSION / ACTION ITEMS

- 13.1. COMPREHENSIVE SCHOOL SAFETY PLAN
Recommendation from Administration to approve the Comprehensive School Safety Plan as required per California *Education Code* sections 32280-32289.5.

- 13.2 BOARD POLICY (BP 5117)/REGULATION (AR 5117):
INTERDISTRICT ATTENDANCE
Recommendation from Administration to adopt Board Policy 5117:
Interdistrict Attendance and Regulation 5117: Interdistrict
Attendance.
- 13.3 AT&T CONTRACT
Recommendation from Administration to approve a 3-year contract,
which will go into effect 7/1/2023, for the following service
proposed by AT&T: ASE Circuit @1Gbps (From Lagunitas School
District: located @ One Lagunitas School Rd., San Geronimo, CA
94963 to Marin County Office of Education: located @ 1111 Las
Gallinas Ave., San Rafael, CA 94903)- \$475.00/month.
- 13.4 WEST MARIN MONTESSORI LEASE 2021-2023
Recommendation from Administration to renew lease agreement
with West Marin Montessori Preschool for JULY 1, 2021 - JUNE 30,
2023.
- 13.5 WEST MARIN MONTESSORI LEASE 2023-2025
Recommendation from Administration to renew lease agreement
with West Marin Montessori Preschool for JULY 1, 2023 - JUNE 30,
2025.
- 13.6 MARIN COUNTY OFFICE OF EDUCATION CONTRACT FOR
BUSINESS SERVICES

14. HUMAN RESOURCES / ACTION ITEMS

- 14.1. ACCEPT LETTER OF RESIGNATION FROM BETH WOLF,
SCHOOL SECRETARY.
- 14.2. ACCEPT LETTER OF RESIGNATION FROM PAULINE HOPE,
TEACHER.
- 14.3. APPROVE TEACHER IN CHARGE STIPEND OF \$100 PER MONTH,
PER PROGRAM.

15. AGENDA PLANNING

16. ADJOURN

The next regular meeting of the Board of Trustees of the Lagunitas School District is scheduled for Thursday, March 9, 2023 at 6:30 p.m.

Accessibility Accommodations: The Lagunitas School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Liz Wickersham at 415-488-4118 x 201. All efforts will be made for reasonable accommodations in accordance with applicable law.

Public Records: In accordance with Government Code section 54957.5 and the Public Records Act, public records that are distributed to a majority of the Board of Trustees concerning the open session agenda will be made available upon request. Such records distributed less than 72 hours prior to regular meeting are available for inspection at the Lagunitas School District Office located at One Lagunitas School Road, San Geronimo.

COPIES OF BOARD AGENDAS AND REPORTS PRESENTED AT THIS MEETING CAN BE FOUND UNDER THE MENU TAB LABELED "SCHOOL BOARD" ON THE LAGUNITAS SCHOOL DISTRICT WEBSITE:

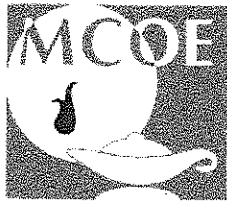
www.lagunitas.org

2022-23 Enrollment

February 2023

	TK	K	1	2	3	4	5	6	7	8	TOTAL
OPEN	2	4	8	6	6	6	6				38
Interdistrict			1			1	1				3
MONTESSORI	2	4	5	16	8	2	8				45
Interdistrict											0
MIDDLE SCHOOL								21	35	25	81
Interdistrict										5	5
Total Students	4	8	13	22	14	8	14	21	35	25	164
Total Interdistrict			1			1	1			5	8
Total Incoming Students*	2	1		3			2	2	2	2	14
Total Outgoing Students*		4	2	1		1			1		9

*since September 2022



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE
P.O. BOX 4925
SAN RAFAEL, CA 94913-4925

JOHN A. CARROLL
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625
marincoe@marinschools.org

January 17, 2023

President Sloan and Board of Trustees
Lagunitas Elementary School District
PO Box 308
San Geronimo, CA 94963

Dear President Sloan and Members of the Board,

Our office has completed its review of the Lagunitas Elementary School District's first interim budget report for 2022-23, in compliance with the provisions of Education Code 42131(a)(2). The Governing Board approved the budget with a positive certification that the district will be able to meet its financial obligations for the current and subsequent two (2) years.

The Code requires the County Superintendent to concur with or change interim report certifications after examining the report to determine if it complies with the standards and criteria established pursuant to Education Code 33127 and to determine if the first interim budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

Based upon our review, we concur with the Board's POSITIVE certification of the first interim budget report.
--

2023-24 GOVERNOR'S BUDGET PROPOSAL

On January 10th, the Governor released his 2023-24 budget proposal forecasting general fund revenues \$29.5 billion lower than that at the 2022 Budget Act. For K-14 Education, the Proposition 98 guarantee is reduced by \$1.5 billion down to \$108.8 billion.

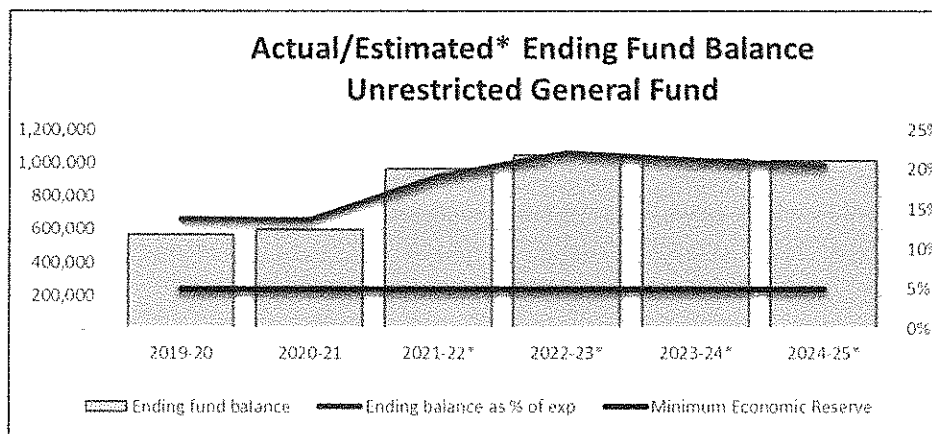
The Governor's 2023-24 budget proposes an 8.13% cost of living adjustment (COLA) to the Local Control Funding Formula (LCFF) and all other K-12 education programs that are statutorily adjusted for COLA including special education and pre-school.

In addition to the statutory COLA adjustment, the Governor is proposing \$300 million funding for an equity multiplier as an add-on to the Local Control Funding Formula (LCFF). The funds would be allocated based on school-site eligibility, using a more targeted methodology than the existing supplemental grant eligibility. The Governor's budget proposes funding the new programs introduced in the last two years, including Universal Meals, Transitional Kindergarten and Expanded Learning Opportunities. As a result Proposition 98 is re-benchmarked to take into account the second phase of the Transitional Kindergarten implementation.

In acknowledgement of the arts education funding made available through Proposition 28 (approximately \$1 billion annually beginning in 2023-24), the Governor's budget proposes a reduction of \$1.2 billion in the Arts, Music, and Instructional Materials Block Grant that was included in the 2022 budget act. Over the next several months more information will be forthcoming as the Legislature weighs in on the Governor's proposal.

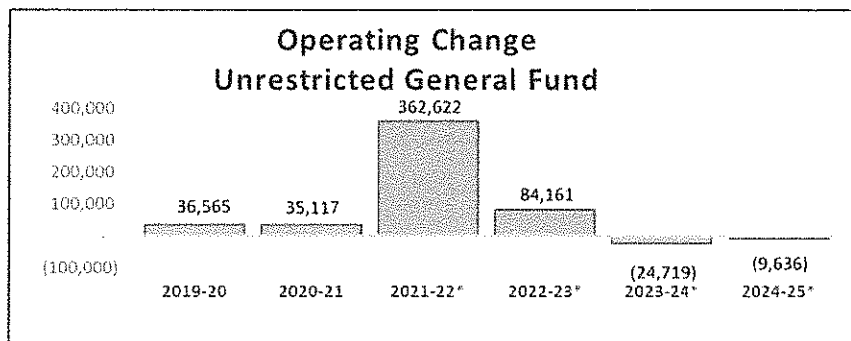
BUDGETARY POSITION FOR LAGUNITAS ELEMENTARY SCHOOL DISTRICT

The district's first interim budget and multi-year projection reflects an improvement in budgetary position when compared to the adopted budget. The following graph depicts the district's estimated ending balance in the first interim budget and multi-year projection for the unrestricted general fund, with both the state required minimum reserve and the district's actual reserve as a percentage of total general fund expenditures. The district's ending balance meets the minimum required reserve requirement for the current and both subsequent years.



OPERATING CHANGES

The district's first interim budget reflects operating deficits in the unrestricted general fund in both of the projected years as displayed in the chart below.



The cumulative impact of operations is a 5% increase in fund balance over the current plus two subsequent years, leaving the district with reserves of \$1 million or 21% of general fund expenditures on June 30, 2025.

CASH FLOW

We encourage all districts to request a Tax Anticipation Note (TAN) to allow borrowing in the general fund from the County of Marin for the minimal cost of the treasury interest rate. We note the district's TAN was approved by the County Board of Supervisors in September 2022.

FEDERAL BUDGET

The federal budget was recently approved for fiscal year 2023 and provides an estimated increase in overall funding of 5.6% for K-12 education, notably including a 15.0% increase in total Title I appropriations and a 6.4% increase for Special Education funding through the Individuals with Disabilities Act (IDEA), however, we anticipate overall funding for California will be reduced due to lower census counts. Federal funding for California school districts is forward funded meaning that the 2023 budget will determine federal revenues in the district's 2023-24 budget.

SALARY SETTLEMENTS

School districts are in the "people business" and as a result the budget is largely driven by salaries and benefits. The district has not settled negotiations for 2022-23 with either of the bargaining units. Due to the ongoing nature of these costs, any permanent increases to salary require permanent and ongoing funding sources. When the district and bargaining units are ready to settle negotiations, Government Code 3547.5 requires the district to publicly disclose costs, as certified by the superintendent and chief fiscal officer. Please provide a Public Disclosure of Collective Bargaining Agreement including the tentative agreement(s) and multi-year projection to our office 10 working days prior to Board approval. Budget revisions associated with salary settlements should be approved within 45 days of Board approval.

RESERVES

The district maintains the state-required minimum reserve for economic uncertainty of 5% of total general fund expenditures in the current and two (2) subsequent years. In addition, we note the district maintains a Board reserve for economic uncertainty of 3% for a total reserve of 8% in all three (3) years of the budget and multi-year projection. All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs, cash flow deferrals and general economic uncertainties. Higher than minimum reserves allow the district to better ensure consistent and stable program offerings for students.

CONCLUSION

We thank district staff for the timely submission of the first interim budget using the statutorily required forms, and responsiveness to the requests for information made in the course of our technical review. If you have any questions, please do not hesitate to contact me at 415-499-5835. We appreciate your dedication and service to the children of Marin County. Due to your good fiscal stewardship, the children of Marin County will continue to experience quality education now and in the future.

Sincerely,

JOHN CARROLL

Marin County Superintendent of Schools



KATE LANE

Deputy Superintendent

cc: Laura Shain, Superintendent/Principal
Keith Ricci, Interim Business Manager

Governor Releases 2023-24 Budget

The Governor released his proposal for 2023-24 this morning and continued his practice of reviewing big picture and delving into details across subject areas of the \$297 billion proposal. You can read the Governor's Office Budget Fact Sheet [here](#) and the Department of Finance Summary of Education [here](#) and details on Education [here](#). Below is a summary of key provisions related to education. We will provide additional analysis in the coming week.

. Below is a summary of key provisions related to education. We will provide additional analysis in the coming week.

Overarching elements outlined by the Governor

- ✓ A budget gap of \$22.5 billion in 2023-24
- ✓ Personal Income Tax drives the lower level of state revenues, capital gains issue
- ✓ Not proposing deep cuts, instead using delay and reductions, pullbacks, fund shifts and trigger reductions, and limited revenue generation and borrowing.
- ✓ Does not draw from state reserves.
- ✓ Does NOT project a recession.

2023-24 Governor's Budget General Fund Budget Summary (Dollars in Millions)		
	2022-23	2023-24
Prior Year Balance	\$52,713	\$21,521
Revenues and Transfers	\$208,864	\$210,174
Total Resources Available	\$261,577	\$231,695
Non-Proposition 98 Expenditures	\$160,973	\$143,060
Proposition 98 Expenditures	\$79,103	\$80,554
Total Expenditures	\$240,076	\$223,614
Fund Balance	\$21,521	\$8,081
Reserve for Liquidation of Encumbrances	\$4,276	\$4,276
Special Fund for Economic Uncertainties	\$17,245	\$3,805
Public School System Stabilization Account	\$8,108	\$8,473
Safety Net Reserve	\$900	\$900
Budget Stabilization Account/Rainy Day Fund	\$21,487	\$22,398

Note: Numbers may not add due to rounding

In his presentation, Governor Newsom highlighted that the 2023-24 Budget sustains key, transformative investments, including:

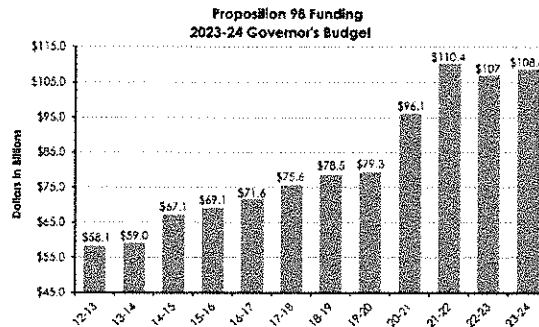
- Community Schools Investments
- Expanded Learning investments
- Behavioral Health
- Implementing Transitional Kindergarten expansion-- \$690 million to implement 2nd year of expansion and to provide \$165 million to support additional of staff person in TK classrooms. Full implementation expected in 2025-26.
- Protects funding for Universal Meals – Protects the funding for universal access to subsidized school meals and enhanced meal rate—over \$1.4billion to reimburse schools meals.
- Maintains higher education compacts and the community college roadmap to increase access to UC and CSU and increase intersegmental collaboration to

benefit students, supporting workforce preparedness and high-demand career pipelines.

- Child Care Availability and Affordability – sustains over \$2 billion annualized to expand subsidized child care slot availability.

Education Highlights

Proposition 98 – K-14 down; Test 1 Continues



Proposition 98 funding for K-12 schools and community colleges for 2023-24 is \$108.8 billion. This represents a decrease of approximately \$1.5 billion relative to the 2022 Budget Act.

Proposition 98 is estimated to be \$110.4 billion in 2021-22, \$106.9 billion in 2022-23, and \$108.8 billion in 2023-24, representing a three-year decrease in the minimum Guarantee of \$4.7 billion over the level funded in the 2022 Budget Act.

The Guarantee continues to be in a Test 1 for all years 2021-22 through 2023-24. This means that the funding level of the Guarantee is equal to roughly 38 percent of General Fund revenues, plus local property tax revenues. *Pursuant to the Proposition 98 formula, this percentage of General Fund revenues is not reduced to reflect declining enrollment, which further increases per pupil funding.*

The Proposition 98 minimum Guarantee is “rebenched” to reflect the continued implementation of Universal Transitional Kindergarten. To accommodate enrollment increases related to the continued expansion of transitional kindergarten, the Test 1 percentage is “rebenched” to increase the percentage of General Fund revenues due to the Guarantee, from 38.3 percent to 38.6 percent. Additionally, commencing in 2024-25, the Proposition 98 Guarantee will be “rebenched” pursuant to the requirements of the Arts and Music in Schools—Funding Guarantee and Accountability Act.

The decrease in the Proposition 98 Guarantee, when combined with other base adjustments, formula-driven reductions in deposits to the Proposition 98 Rainy Day Fund, inclusion of funds available for reappropriation or from the reversion account,

one-time solutions, and availability of other one-time funds, results in available Proposition 98 resources of approximately \$5.9 billion.

Local Property Tax Adjustments—A decrease of \$153 million Proposition 98 General Fund for school districts and county offices of education in 2022-23, and a decrease of \$1.3 billion ongoing Proposition 98 General Fund for school districts and county offices of education in 2023-24, as a result of increased offsetting property taxes.

Proposition 98 Rainy Day Fund -- local reserve cap in 2023-24

The 2022 Budget Act projected a total balance of \$9.5 billion in the Public School System Stabilization Account (PSSSA). The Budget reflects revised 2021-22 and 2022-23 payments, and a 2023-24 payment of \$3.7 billion, \$1.1 billion, and \$365 million, respectively, into the PSSSA, for a total revised account balance of more than \$8.5 billion at the end of 2022-23.

Under current law, there is a cap of 10 percent on school district reserves in fiscal years immediately succeeding those in which the balance in the PSSSA is equal to or greater than 3 percent of the total K-12 share of the Proposition 98 Guarantee. *The balance of \$8.1 billion in 2022-23 continues to trigger school district reserve caps in 2023-24.*

LOCAL CONTROL FUNDING FORMULA (LCFF) Proposals

LCFF cost-of-living adjustment of 8.13 percent, the highest cost-of-living adjustment in recent memory. When combined with growth adjustments, this increase will result in \$4.2 billion in additional discretionary funds for local educational agencies.

Use of one-time funds for LCFF: To fully fund this increase and to maintain the level of current year LCFF apportionments, the Budget provides approximately \$613 million in one-time resources to support the ongoing cost of LCFF in 2022-23 and approximately \$1.4 billion in one-time resources to support the ongoing cost of LCFF in 2023-24.

New add-on to LCFF: the budget proposes an equity multiplier as add-on to LCFF:

- \$300 million ongoing Proposition 98 General Fund to establish an equity multiplier as an add-on to the LCFF.
- Funds will be allocated to local educational agencies based on school-site eligibility, using a more targeted methodology than the existing supplemental grant eligibility.
- The funds are intended to augment resources to support the highest-needs schools in the state, and highlight the importance of equitable allocation of resources by local educational agencies.

Amendments proposed to K-12 accountability, described as:

intended to ensure significant student group or school-level equity gaps within a local educational agency are identified and addressed effectively through the Local Control and Accountability Plan and Differentiated Assistance processes. The proposed amendments draw from formal evaluations, research studies and

experience during the first ten years of implementation of these LCFF-based systems, seeking to build on its successful foundation.

County Offices of Education receive an increase of \$51.7 million ongoing Proposition 98 General Fund to reflect an 8.13 percent cost-of-living adjustment and ADA changes applicable to the LCFF.

Other programs identified for the 8.13% Cost-of-Living Adjustments

An increase of \$669 million ongoing Proposition 98 General Fund to reflect an 8.13 percent cost-of-living adjustment for categorical programs that remain outside of the LCFF, including Special Education, Child Nutrition, State Preschool, Youth in Foster Care, Mandates Block Grant, Adults in Correctional Facilities Program, Charter School Facility Grant Program, American Indian Education Centers, and the American Indian Early Childhood Education Program.

Arts, Music & Cultural Enrichments Programs

Beginning in 2023-24, the Arts and Music in Schools—Funding Guarantee and Accountability Act (approved by voters in November 2022 as Proposition 28), requires an amount equal to one percent of the Proposition 98 Guarantee to be allocated to schools to increase arts instruction and/or arts programs in public education.

- ✓ As a result, the Budget includes approximately \$941 million to fund Proposition 28.
- ✓ Given this investment and the need for one-time funds to cover the costs of the LCFF in 2022-23 and 2023-24, the Budget reflects a reduction of approximately \$1.2 billion Proposition 98 General Fund from the Arts, Music, and Instructional Materials Discretionary Block Grant included in the 2022 Budget Act, taking this one-time allocation from approximately \$3.5 billion Proposition 98 General Fund to approximately \$2.3 billion Proposition 98 General Fund.

New funding to support high school students' access to cultural enrichment activities:

To further increase students' engagement with cultural arts and museums in a way that directly benefits students, cultural arts institutions and museums, the Budget includes \$100 million one-time Proposition 98 General Fund—or roughly \$200 per 12th grade student enrolled in California public schools—to enable local educational agencies to provide high school seniors with access to cultural enrichment experiences across the state by facilitating museum visits, access to theatrical performances, or other participation in extracurricular art enrichment activities.

Literacy & New Roadmap Being Funded

The Governor proposes an additional \$250 million one-time Proposition 98 General Fund to build upon the existing Literacy Coaches and Reading Specialists Grant Program designed to train and hire literacy coaches and reading specialists for one-on-one and small group intervention for struggling readers. The investment is intended to

support several hundred more schools in high-poverty areas to hire coaches and specialists and improve the quality of reading instruction for thousands of additional students.

Additionally, the January budget includes \$1 million one-time General Fund to create a Literacy Roadmap to help educators navigate the existing literary resources in order to efficiently use them in their classrooms. The budget indicates that “school leaders should be able to select and implement effective models of practice that reflect the needs of the school community” by using this new roadmap.

Special Education

The Governor’s Budget proposes to expand on recent special education reforms with the recommendation of the additional programmatic changes:

- Limiting the amount of additional funding that Special Education Local Plan Areas (SELPA) are allowed to retain for non-direct student services before allocating special education base funding to their member local educational agencies.
- Stabilizing current SELPA membership by extending the moratorium on the creation of new single-district SELPAs by two years from June 30, 2024, to June 30, 2026.
- Increasing fiscal transparency by requiring the California Department of Education to post each SELPA’s annual local plan, including their governance, budget and services plans, on its website.

Preschool Inclusion Grants—The Budget delays for two years, from 2022-23 to 2024-25, the implementation of an annual \$10 million General Fund grant program to support preschool inclusion efforts such as facility modifications or staff training. The Budget maintains the grant program on an ongoing basis beginning in 2024-25.

Opioid Response

Reversing Opioid Overdoses— An increase of \$3.5 million ongoing Proposition 98 General Fund for all middle and high school sites to maintain at least two doses of naloxone hydrochloride or another medication to reverse an opioid overdose on campus for emergency aid.

Additional K-12 Budget Adjustments

School Facility Program—A decrease of \$100 million General Fund in planned support for the School Facility Program, taking the planned allocation in 2023-24 from approximately \$2.1 billion to approximately \$2.0 billion.

Charter School Facility Grant Program—Consistent with the 2022 Budget Act agreement, a one-time investment of \$30 million Proposition 98 General Fund.

Commercial Dishwasher Grants—The Budget proposes to set-aside \$15 million of the \$600 million one-time Proposition 98 General Fund appropriated in the 2022 Budget Act

to support school kitchen infrastructure related investments to specifically support a local educational agency's acquisition and installation of a commercial dishwasher.

Student Friendly Services—An increase of \$3.9 million ongoing Proposition 98 General Fund to support the California College Guidance Initiative.

K-12 High Speed Network—An increase of \$3.8 million ongoing Proposition 98 General Fund to support the K-12 High Speed Network program.

Data Support—An increase of \$2.5 million non-Proposition 98 General Fund and 15 positions for the California Department of Education to meet state and federal data and accountability reporting requirements, support data exchanges with other agencies, and to quickly respond to emergent needs for data both internally and externally.

• **Fiscal Crisis and Management Assistance Team**—An increase of \$750,000 ongoing Proposition 98 General Fund to support the professional development of local educational agencies' Chief Budget Officers through mentorship programming by the Fiscal Crisis and Management Assistance Team.

Educator Workforce Investments Maintained, Grant Program Timeline Extended

The January Budget does not add any additional programs for 2023-24. However, none of the current year programs designed to train and hire additional educators are being reduced or delayed into future years. The Budget does indicate that the array of programs that have been funded over the prior two years are critically important and have helped to lessen the educator shortages across the state.

The budget states that "these investments have begun to increase the number of fully prepared teachers graduating from California teacher education programs and entering the state educator workforce, and to reduce the number of teachers who are hired on substandard credentials. The Administration remains committed to the thoughtful implementation and administration of these programs in the coming year."

Golden State Education and Training Grant Program Expenditure Shift -- out-year funding extended. This program is administered by the California Student Aid Commission (CSAC). The Budget proposal assumes, consistent with estimated program expenditures, that \$100 million General Fund provided for this program that was previously assumed to be spent in 2021-22 will be spent in 2024-25 and that \$200 million, \$100 million, and \$100 million would be expended in fiscal years 2024-25, 2025-26, and 2026-27, respectively.

Early Education Transitional Kindergarten

Access to high-quality, evidence-based early education can support and accelerate the learning of young children and provide pre-elementary students with the skills and tools needed to succeed in school.

Proposals related to first year of TK expansion:

- ✓ Revises estimates for the first-year investment from \$614 million to approximately \$604 million to expand access to all children turning five-years-old between September 2 and February 2
- ✓ Revises the first-year investment to add one additional certificated or classified staff person to every transitional kindergarten class from \$383 million to approximately \$337 million. These revisions reflect updated enrollment and attendance data.

Proposals related to second year of TK expansion: The Budget includes funding for the second year of TK of \$690 million to implement the second year of transitional kindergarten expansion, which will increase access to the program to all children turning five-years-old between September 2 and April 2 (approximately 46,000 children)

The Budget includes \$165 million to support the addition of one additional certificated or classified staff person in transitional kindergarten classrooms serving these students.

Full implementation of universal transitional kindergarten is expected in 2025-26.

California State Preschool Program

The California State Preschool Program provides access to subsidized preschool for the state's income-eligible three- and four-year-olds. As part of the state's Universal Pre-Kindergarten initiative, families of four-year-old children may choose to access one year of high-quality, subsidized preschool through either the State Preschool Program, Head Start, or another state- or federally subsidized program (if they are income-eligible), or through transitional kindergarten.

State Preschool Program. - The Budget includes **\$64.5 million** Proposition 98 General Fund to continue a multi-year plan to ramp up the inclusivity adjustments for the State Preschool Program.

State Preschool Program. The Budget includes **\$51.8 million** General Fund to continue a multi-year plan to ramp up the inclusivity adjustments for the State Preschool Program.

State Preschool Program Students with Disabilities- The 2023-24 year will be the second year of the three-year ramp up process, and students with disabilities will be required to **make up at least 7.5 percent** of State Preschool Program providers' enrollment.

Preschool Inclusion Grants—The Budget delays for two years, from 2022-23 to 2024-25, the implementation of an annual \$10 million General Fund grant program to support

preschool inclusion efforts such as facility modifications or staff training. The Budget maintains the grant program on an ongoing basis beginning in 2024-25.

Reimbursement Rates- To support reimbursement rate increases previously supported by available one-time federal stimulus funding, the Budget includes **\$152.7 million** General Fund. These resources are in addition to the approximately **\$63.3 million** General Fund and **\$112 million** Proposition 98 General Fund to support an **8.13 percent statutory cost-of-living adjustment**.

Classroom Assessment Scoring System. - The Budget also includes an increase of **\$763,000 Proposition 98 General Fund** to support the preschool **Classroom Assessment Scoring System**.

Facilities Grants for Preschool, TK, and Full-Day Kindergarten Delayed

Full Day Kindergarten Program – delayed investment. The 2022 Budget Act included \$100 million one-time General Fund and reflected an additional \$550 million in 2023-24 to support the FDK Program. The FDK program supports the construction of new school facilities or retrofitting existing school facilities for the purpose of providing transitional kindergarten, full-day kindergarten, or preschool classrooms. ***The Budget delays the 2023-24 planned \$550 million FDK Program investment to 2024-25.***

DEPARTMENT OF DEVELOPMENTAL SERVICES

The Department of Developmental Services (DDS) provides individuals with intellectual and developmental disabilities a variety of services, as an entitlement, that allow them to live and work independently or in supported environments.

Safety Net Plan Update—The Budget includes \$28.7 million (\$22.1 million General Fund) to expand safety net services to further support individuals with complex needs. The updated Safety Net Plan includes the development of a residential program in the community for adolescents and adults with high-intensity co-occurring developmental disabilities and mental health diagnoses, conversion of two Stabilization Training Assistance Reintegration homes to Intermediate-Care-Facility-licensed homes, adjustments to Crisis Assessment Stabilization Teams staffing, expansion of supports for foster youth who are eligible for regional center services, and establishment of an Autism Services Branch to support a statewide focus on addressing the needs of the growing population of individuals with autism spectrum disorder. These additional resources further support the continuum of safety net services.

CHILD CARE AND DEVELOPMENT

The Department of Social Services (DSS) administers child care programs including CalWORKs Stages One, Two, and Three; the Emergency Child Care Bridge Program; Alternative Payment Programs; Migrant Child Care; General Child Care; Child Care for

Children with Disabilities; and a variety of local supports for these programs, such as Resource and Referral and Local Child Care Planning Councils, in addition to quality improvement projects and the Child and Adult Care Food Program. Families can access child care subsidies through centers that contract directly with DSS, local educational agencies, or vouchers from county welfare departments and Alternative Payment Programs. The Budget includes \$6.6 billion (\$2.7 billion General Fund) for child care programs.

Consistent with the current memorandum of understanding between the state and Child Care Providers United – California (CCPU) and the requirements of Chapter 116, Statutes of 2021 (AB 131), a Joint Labor Management Committee (JLMC) consisting of the state and CCPU presented a single rate reimbursement structure to the Department of Finance on November 14, 2022. The JLMC's joint presentation was informed by a stakeholder workgroup convened by DSS, in consultation with the California Department of Education, in the summer and fall of 2022. The presented approach toward a future single rate structure consists of (1) an alternative methodology that considers a cost estimation model; (2) base rates; (3) incentives/enhancement rate-setting metrics; and (4) evaluation of the rate structure. The state will rely on the presented approach as it continues to develop a single rate structure. Additionally, the state will continue to work with CCPU to negotiate a successor agreement to the current agreement expiring June 30, 2023.

Cost-of-Living Adjustment (COLA)—The Budget includes \$301.7 million General Fund for Child Care and Development Programs and \$1.5 million for the Child and Adult Care Food Program to reflect an estimated statutory COLA of 8.13 percent.

Child Care Slot Expansion Timing—The Budget maintains the commitment initiated as part of the 2021 Budget Act to continue funding 110,500 new subsidized child care slots added in 2021-22 and another 36,000 new slots added in 2022-23, with the goal of eventually funding over 200,000 expanded slots. However, thousands of newly available slots since 2021-22 have not yet been filled. To accommodate the time necessary to utilize recent slot expansions, the Budget assumes that 20,000 new slots that would have been funded in 2023-24 will instead be funded in 2024-25.

Child Savings Accounts - Program administered by Scholareshare Investment Board

CalKIDS funds college savings accounts targeted to low-income and underrepresented public-school students, in addition to establishing college savings accounts for all newborns. The Budget utilizes available resources within the CalKIDS program, created by reduced cost estimates in the program, to increase incentive payments to parents choosing to open accounts for their newborn child from \$25 to \$100.

CalKIDS Program Marketing—An increase of \$1 million one-time General Fund to support marketing efforts to increase participation in the CalKIDS child savings accounts program, which seeks to help more California students afford higher education.

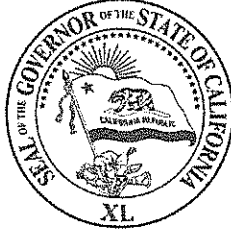
California Community Colleges

The CCCs are the largest system of higher education in the country, serving roughly one out of every four of the nation's community college students, or approximately 1.8 million students. The CCCs provide basic skills, vocational, and undergraduate transfer education with 73 districts, 116 campuses, and 78 educational centers. In 2021-22, the CCCs awarded over 110,000 certificates and 198,000 degrees and transferred over 107,000 students to four-year institutions.

- ✓ **Declining enrollment-** To address recent enrollment declines, the Budget includes an additional \$200 million one-time Proposition 98 General Fund to continue to support community college efforts and focused strategies to increase student retention rates and enrollment.
- ✓ **PROVIDING FLEXIBILITY FOR DISTRICTS MEETING CCC ROADMAP GOALS-** To support a continued focus toward the goals of the multi-year roadmap, the Administration intends to introduce a mechanism as part of the May Revision to provide community college districts that are making progress toward the CCC roadmap goals with additional categorical program spending flexibilities and the ability to consolidate reporting requirements across specified and to be determined categorical programs, provided the goals of the categorical programs and overall progress toward the roadmap goals continue to be met. Under the proposal, districts making progress would have the opportunity to submit a streamlined report for the specified programs, as well as spend funds more flexibly across the programs.
- ✓ **PROVIDING SERVICE-LEARNING OPPORTUNITIES THROUGH DUAL ENROLLMENT-** In furtherance of the CCC roadmap and compacts with the UC and CSU, the Administration requests community colleges establish dual enrollment agreements with all applicable local educational agencies within their community college districts' service area, if they have not done so already.
- ✓ **PROVIDING SERVICE-LEARNING OPPORTUNITIES THROUGH DUAL ENROLLMENT-** Further, the Administration requests that all community colleges develop and offer a one-unit service-learning course that all high school students would have the ability to access through dual enrollment opportunities. These service-learning opportunities would serve to encourage and enable high school students to volunteer in their local communities and to participate in civic engagement.
- ✓ **CCC Apportionments—**An increase of \$652.6 million ongoing Proposition 98 General Fund to provide an 8.13-percent cost-of-living adjustment (COLA) for Student Centered Funding Formula apportionments and \$28.8 million ongoing Proposition 98 General Fund for 0.5-percent enrollment growth.
- ✓ **CCC Categorical Program COLA—**An increase of \$92.5 million ongoing Proposition 98 General Fund to provide an 8.13-percent COLA for select categorical programs and the Adult Education Program.

- ✓ **Student Enrollment and Retention**—An increase of \$200 million one-time Proposition 98 General Fund to continue to support community college efforts and focused strategies to increase student retention rates and enrollment.
- ✓ **Workforce Training Grants**—An increase of \$14 million one-time Proposition 98 General Fund to support the administration of workforce training grants in collaboration with the California Department of Forestry and Fire Protection.
- ✓ **Chief Business Officer Mentorship Program**—An increase of \$275,000 Proposition 98 General Fund, of which \$200,000 is ongoing, to develop a community college chief business officer professional learning program run through the Fiscal Crisis and Management Assistance Team to improve community college district leadership capacity and fiscal accountability.
- ✓ **Deferred Maintenance**—A decrease of approximately \$213 million one-time Proposition 98 General Fund for deferred maintenance needs.

#



GOVERNOR'S BUDGET 2023-24

Fact Sheet

The Governor's Budget keeps promises to Californians and invests in our values:

- Transforming public education and higher ed
- Addressing the homelessness crisis
- Expanding housing affordability
- Increasing health care access
- Fighting climate change
- Keeping Californians safe
- Investing in economic development

Governor Newsom and the Legislature have made unprecedented investments in the people of this state, addressing our most pressing challenges and building a more prosperous future.

The Governor's budget proposal reflects our values and priorities. It will provide free school meals to every student, create a new grade, expand before- and after-school programs, forge pathways to debt-free college, protect Californians from climate change, expand health care and reproductive rights, cut costs for prescription drugs, build more housing, get people off the streets, and keep Californians safe.

While today's economic outlook is dramatically different from the previous two years, it is not unexpected – California has planned for this. That's why Governor Newsom and lawmakers have dedicated tens of billions of dollars over the last several budgets to reserves and resiliency: 1) Building healthy reserves; 2) Eliminating budgetary debt; 3) Reducing retirement liabilities; and 4) Focusing on one-time spending over ongoing investments. Because of our prudent planning, the state is in the best position in recent memory to withstand the economic slowdown and declining revenues while safeguarding critical programs.

TRANSFORMING EDUCATION

HIGHEST STATE PER-PUPIL FUNDING EVER & TRANSFORMING EDUCATION. California is taking unprecedented steps to support the whole child from birth to higher education, investing \$23,723 per student – the highest state per-pupil spending in our history – and directing tens of billions specifically to address learning loss, expand programs like those before and after school, get more teachers and guidance counselors in the classroom, and more.



A BRAND NEW GRADE: IMPLEMENTING UNIVERSAL TRANSITIONAL KINDERGARTEN.

California will add a new grade underneath kindergarten, serving 450,000 children per year. The Governor's budget includes \$690 million to further implement the expansion and serve an additional 46,000 children, and another \$165 million for more school staff in these classrooms.

FREE MEALS FOR EVERY STUDENT. California is investing \$1.3 billion for all students, regardless of income, to access two free school meals per day – up to 12 million meals per day statewide.

AFFORDABLE CHILD CARE FOR MORE PARENTS. Invest over \$2 billion annually to expand subsidized child care slot availability, providing thousands more slots that are more affordable for parents.

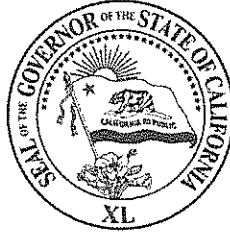
BETTER, MORE AFFORDABLE HIGHER EDUCATION. Continue historic reinvestment into public universities through the higher education compacts that Governor Newsom brokered with the UC, CSU, and Community College systems – increasing seats, closing equity gaps, creating debt-free pathways, and improving job pipelines.

MOVING TOWARD DEBT-FREE COLLEGE. Following through on the promise of providing more affordable pathways to the state's premier higher education institutions, the Governor's budget continues advancing programs like College Corps, Cal Grant, Middle Class Scholarships, and college savings accounts to cut costs of higher education.

TACKLING HOMELESSNESS & HOUSING SUPPLY

CALIFORNIA HAS NEVER INVESTED MORE TO FIGHT HOMELESSNESS. In only two years, Governor Newsom has invested \$15.3 billion to address homelessness – up from \$500 million when he took office and more than ever before in state history. The Governor's budget maintains billions of dollars for aid to local governments, Homekey, encampment resolution grants, Project Roomkey, and more. With this funding comes new accountability – no more investing in the status quo.

INCREASING THE HOUSING SUPPLY. In the last four years, California invested more to increase housing supply than ever before in state history. The Newsom Administration is also holding local governments accountable like never before – enforcing state housing law and ensuring that every community plans for its fair share of housing. The state continues to deploy a comprehensive set of strategies – improving state financing programs, targeting housing investments, providing technical assistance to rural, tribal, and urban areas, eliminating burdensome regulations, and leveraging land use tools. The state adopted a legally binding goal that local governments must plan to build approximately 2.5 million new units by 2030, and 1 million of these units must be affordable.



INCREASING HEALTH CARE ACCESS

IMPLEMENTING NATION-LEADING HEALTH CARE ACTIONS. Following Governor Newsom's actions to expand health care access and reduce costs, the Governor's budget invests billions to continue implementing these measures – programs like CalAIM to transform Medi-Cal, follow through on the promise to extend health care to low-income Californians regardless of immigration status, make prescriptions more affordable through CalRX, and more.

MORE FAMILY PLANNING & PROTECTING THE RIGHT TO ABORTION. In addition to maintaining Governor Newsom's \$200 million investment in reproductive health care, the Governor's budget proposes an additional \$200 million for family planning services.

EXPANDING ACCESS TO MENTAL HEALTH. Sustaining \$8 billion to continue expanding mental and behavioral health services, especially for children and youth. The Governor's budget further implements the state's transformation of how and when people get care, including the Master Plan for Kids' Mental Health and billions for behavioral health housing and infrastructure.

BETTER CARE FOR THE DEVELOPMENTALLY DISABLED. The Governor's budget sustains an annual \$1.2 billion to fully implement service provider rate reform with a focus on improving outcomes and quality of services.

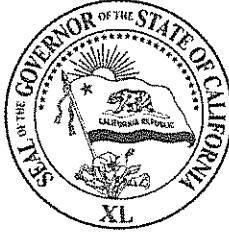
CARE COURT. Investing \$215 million to implement the CARE Act, the Governor's nation-leading approach to get those dealing with untreated and severe mental health or substance use disorders – who too often suffer in homelessness or incarceration – the help they need.

FIGHTING CLIMATE CHANGE

CALIFORNIA'S CLIMATE COMMITMENT. California is advancing a \$48 billion multi-year commitment to implement its world-leading agenda to achieve carbon neutrality, protect communities from harmful oil drilling, deliver 90% clean energy by 2035, and more.

ACCELERATING THE TRANSITION TO CLEAN ENERGY & CUTTING POLLUTION. The Governor's budget invests tens of billions of dollars to get more Californians into zero-emission vehicles, advance clean energy, dramatically cut pollution, and more.

PROTECTING CALIFORNIANS FROM EXTREME WEATHER. California continues to face extreme weather conditions amid a changing climate, and the Governor's budget prioritizes keeping people safe from wildfires, drought, extreme heat, and flooding.



KEEPING CALIFORNIANS SAFE

CRACKING DOWN ON FENTANYL, ORGANIZED RETAIL THEFT & OTHER CRIMES. The Governor's budget sustains **\$564.4 million** to bolster law enforcement efforts to address retail theft and other crimes. These investments help local law enforcement agencies:

- Implement and expand anti-theft, anti-crime, and retail theft task forces
- Provide body cameras for CHP officers
- Combat fentanyl and expand drug interdiction
- Improve emergency response times and prosecution efforts
- Combat human trafficking and child sexual exploitation
- Get guns off the street

ECONOMIC DEVELOPMENT

RURAL & INDUSTRIAL ECONOMIC AGENDA. Maintaining funds for rural communities and industrial industries to continue expanding economic opportunities, the Governor's budget will continue getting hundreds of millions of dollars to communities for economic development, local government projects, grants for businesses and workforce development, and more.

ADVANCING WORKFORCE DEVELOPMENT PROGRAMS. The Governor's budget invests \$1.65 billion to create new apprenticeships, bolster training opportunities for jobs that are leading the clean energy transition, workforce development efforts for the justice-involved population, and create new opportunities for a diverse health and human services workforce.

STRONG FISCAL FOUNDATION

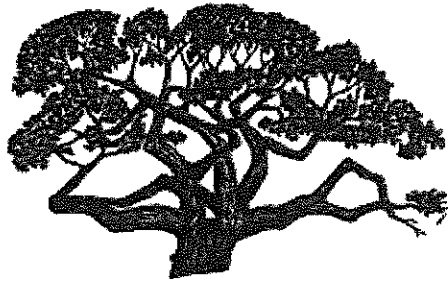
CALIFORNIA HAS BEEN PLANNING FOR THIS. Amidst global inflation, a tight labor market, and high interest rates, the Governor's budget bolsters budgetary resiliency while sustaining key investments:

- **BUILDING UP & MAINTAINING RESERVES:** Part of the state's planning has focused on building up reserves. To maintain the ability to respond to any negative economic downturns, the Governor's budget doesn't draw from the state's \$35.6 billion in total budgetary reserves to close the budget gap.
- **ONE-TIME SPENDING:** Previous budgets focused primarily on one-time and near-term spending, instead of implementing costly long-term obligations.
- **PAYING DOWN DEBTS:** Through strong fiscal planning and surpluses, previous budgets focused on debt obligations – eliminating budgetary debts and paying down other debts and long-term liabilities.

LAGUNITAS SCHOOL DISTRICT LONG RANGE PLAN

One Page Organizer (Overall Goals) See full plan for actions, timelines and accountability

TECHNOLOGY A	ACADEMICS B	CULTURAL COMPETENCE C	SERVICE AND CIVIC RESPONSIBILITY D	ENVIRONMENTAL/ OUTDOOR ED E	ARTS DANCE, THEATER, MUSIC VISUAL ARTS F	PHYSICAL EDUCATION G	FINANCE & STAFFING H
<p>1.Update and communicate cell phone policy.</p> <p>2.Ensure students develop critical thinking skills necessary to use technology as a resource to support communication, research and learning.</p> <p>3.Provide teachers with current technological tools to maximize student learning including remote instruction.</p>	<p>1.Ensure academic programs have high expectations for student performance</p> <p>2.Incorporate individualized approaches for each student to ensure they graduate with a skill set to enable future success.</p> <p>3. Facilitate student ownership of learning.</p> <p>4.Ensure highly-trained staff.</p> <p>5. Maintain Spanish Language programs</p> <p>6. All students reach independent reading level by grade 3.</p> <p>7. Implement an articulated math program from K-8th grade.</p>	<p>1.Support programs that foster bilingual capacity and multicultural perspectives in all students.</p> <p>2. Research and adopt practices that facilitate racial equity at all levels, students, staff, administration and governance team.</p>	<p>1.Develop and expand student understanding of civic responsibility and social justice.</p> <p>2. Ensure that all students in all grades participate in a civic learning project.</p>	<p>1. Use local resources to expand program s that integrate multiple educational goals including science, art, physical education, etc.</p> <p>2.Support experimental activities and curricular approaches.</p>	<p>1.Provide opportunity for instruction and studio access for student in a variety of arts integrated into the curriculum.</p> <p>2. Upgrade and/or build a state of the art performance space with video, sound, lighting and seating.</p> <p>3. Provide classes each week for every student in music and visual arts.</p> <p>4. Band program for 4th and 5th graders.</p>	<p>1.Staff development to support PE and developmental skills though all grades with emphasis on team building and leadership.</p> <p>2.Adopt/ update wellness policy.</p> <p>3.Maintain an after school sports program.</p> <p>4. Yearly Fitness Report</p> <p>5. Team building activities.</p> <p>6. PE classes with cross-program participation to support school unity.</p>	<p>1.Maintain long-term financial stability for the District.</p> <p>2.Establish a Finance Committee.</p> <p>3. Ensure financial planning is in accord with the Long Range Plan.</p> <p>4. Compensate staff as well as possible within the limits of a prudent budget and improve compensation when possible.</p> <p>5. Adopt guidelines for qualities of effective teachers to support the hiring process.</p>



LAGUNITAS SCHOOL DISTRICT

One Lagunitas School Road

San Geronimo, CA

REGULAR MEETING OF THE GOVERNING BOARD

MINUTES

THURSDAY, JANUARY 19, 2023

Richard Sloan, President

Laura Shain, Superintendent/Principal

Aaron Michelson, Clerk

Denise Bohman

Steve Rebscher

James Sanders

1. CALL MEETING TO ORDER:

The meeting was called to order at 5:33 pm by Denise Bohman, Chair. Members present were Richard Sloan, Denise Bohman, Steve Rebscher, James Sanders, Aaron Michelson. Also present was Laura Shain, Superintendent/Principal. Liz Wickersham, District Secretary recorded the minutes.

2. APPROVAL OF CLOSED SESSION AGENDA:

Board Members approved the Closed Session Agenda.

Moved by: Steve Rebscher

Seconded by: James Sanders

Aye Richard Sloan, Denise Bohman, Steve Rebscher, James Sanders, and Aaron Michelson

Carried 5-0

3. PUBLIC COMMENTS ON CLOSED SESSION AGENDA:

No comments.

4. RECESS TO CLOSED SESSION:

Board Members will recess to Closed Session.

Closed Session Agenda:

- 4.1. **Pursuant to Section 54957.6: Conference with Labor Negotiator, Superintendent/Principal Laura Shain; Certificated, Classified, Management/Confidential**
- 4.2. **Pursuant to Section 54957: Public Employee Discipline/Dismissal/Release**
- 4.3. **Pursuant to Section 54956.9 (d): Conference with Legal Counsel-Anticipated Litigation**

5. RECONVENE INTO OPEN SESSION: The Board of Trustees reconvened at 6:33 pm and the Chair reported that no reportable action was taken in Closed Session. The Chair asked if there were any public comments.

PUBLIC COMMENTS: No comments but introductions were made.

Introductions: Anita Collison, Carolina Balazs, Amber Charne, Katie Nason, Michelle Granelli, Breeze Kinsey, Alexa Davidson, Dave Cort, Sophie Baxley, Heather Bates, Kelly Sylvester, Rachel Felder, Laura Shain, Liz Wickersham, Steve Rebscher, James Sanders, Richard Sloan, Denise Bohman, Aaron Michelson, Amy Valens, Kristy Arroyo, Alison Double, Julie Benjamin, Marlene Maiello.

6. APPROVAL OF OPEN SESSION AGENDA:

Board Members approved the Open Session Agenda.

Moved by: James Sanders

Seconded by: Steve Rebscher

Aye Richard Sloan, Denise Bohman, Steve Rebscher, James Sanders, and Aaron Michelson

Carried 5-0

7. REPORTS

7.1. BOARD MEMBER REPORTS

- Steve Rebscher report on the following:
 - o Recently participated as a member of an interview committee and it went well.
 - o On Sunday, he attended the 8th grade fundraiser and said it was wonderful event with great music and energetic students who spoke very well on the purpose of their fundraiser.
 - o Steve concluded with a commentary on the difficulty of schools making sure participating adults at school events were treated equitable (e.g. charging adults to attend school events who may not have the money to participate).
- Aaron Michelson reported on the following:
 - o Recently attended the monthly Montessori Parent Meeting noting that it had great energy and was fun to be a part of.

7.2. SUPERINTENDENT/PRINCIPAL REPORT

- Laura Shain reported on the following:
 - o The latest storm caused a power outage and we had to close school for two days. These two days will need to be made up. In speaking with the CTA Union President, Anita Collison, it was decided that two makeup days would be the Staff Development date in March and the last day of school.
 - o Lost our beautiful tree outside of the library on the lower campus. The only damage caused by the tree was that it took out the internet.
 - o Work has begun on the lower campus sports field. To date, 119 gophers have been captured so far. Phase two on the sports field will begin on Sunday with fencing going up and then routine maintenance for gohper abatement. West Marin Youth Soccer is partnering with us to till and seed the field.
 - o In February, there will be a combined art show at

the Community Center featuring art work from all three programs.

- o The 8th grade is currently working with John Weller from Archie Williams High School on writing articles on interviews. Laura stated that she recently participated in this project and gave an interview.
- o Anita's class (4th/5th grade at Open Classroom) just completed "The Apple Articles" newspaper.
- o Alex's class (4th/5th grade in Montessori) is currently working on our watery planet in collaboration with Anita's class.

7.3. **FACILITIES COMMITTEE REPORT**

- Laura Shain reported on the following:
 - o The Facility Committee recommended that the SPAWN Swale Project not be brought back to the board at this time.
 - o Gave an update on the Skate Park. The Board requested to bring this item back as a Discussion Item at the next Board meeting.
 - o Storm repairs that were needed included roof leaks on the gym, and classroom 12, 13 and 20.
 - o New pump was needed for the septic system.
 - o Stopped an ongoing leak that was found in a toilet.
 - o Shout out to Michele McCourtney for fabulous minutes.
 - o Next meeting is February 15.

7.4. **SAN GERONIMO VALLEY COMMUNITY CENTER REPORT**

- Dave Cort reported on the following:
 - o Change in leadership. Dave will retire (after 32 years) on June 30, 2023. Alexa Davidson will assume the role of Executive Director for the San Geronimo Valley Community Center.
 - o Things are rolling in our after school programs: dance, woodworking, VAST, arts, sports, etc.
 - o New and exciting upcoming events will feature live music. On Saturday, January 28 there will be

a cappella concert featuring Solstice.

8. CORRESPONDENCE / INFORMATION ITEMS

Trustees reviewed the following items:

8.1. ENROLLMENT UPDATE: JANUARY 2023

9. ITEMS FOR DISCUSSION ONLY

9.1. LONG RANGE PLAN

The Long Range Plan (LRP) was reviewed by the Trustees. A brief history on the development of the LRP was given by Trustee Denise Bohman and Trustee Steve Rebscher. Superintendent/Principal Laura Shain spoke about the Arts Goal and Physical Education Goal in the LRP and explained about how the LRP affects the specific programs. The Trustees decided to review two goals at each meeting and next month they will review Academics and Finance

9.2. SAN GERONIMO VALLEY COMMUNITY CENTER (SGVCC) LEASE AGREEMENT AND FIRST ADDENDUM

First Reading of the SGVCC Lease Agreement and First Addendum to the Lease Agreement.

- Dave Cort gave a background on the history of the agreements between SGVCC and Lagunitas School District, adding discussions began on renewing the leases last summer and at this point the lease agreements and addendums need to be sent to the school district's legal team.
- Trustee Denise Bohman stated that she would like to slow down and wait until a new CBO is in place.
- Trustee James Sanders would like to wait until we get a new CBO in place, too and take our time to review.
- Trustee Richard Sloan stated that our partnership with the community center is outstanding and would like to have a separate meeting to all the trustees to properly review.
- Trustee Steve Rebscher agreed that we should wait until we have a CBO in place and felt that there are many significant major issues (e.g. water drainage) to be discussed.

- Trustee Aaron Michelson agreed with everyone on this issue and says it supports further conversations.

9.3. **SAN GERONIMO VALLEY COMMUNITY CENTER (SGVCC) GYM JOINT USE AGREEMENT AND FIRST ADDENDUM**

First Reading of the SGVCC Gym Joint Use Agreement and First Addendum to the Gym Joint Use Agreement. Trustees agreed to create a subcommittee to discuss and divide major repairs, etc. with a lot more attentiveness to creating an annual budget for the gym.

9.4. **CORRESPONDENCE FROM GROUP OF SCHOOL DISTRICT FAMILIES**

- Carolina Balazs gave context for correspondence stating that it came from a lot of parking lot conversations and a lot of stress felt by parents. These parents wanted the Administration and School Board to know what parents keep hearing. The letter are some action points that they would like to see.
- Superintendent/Principal Laura Shain responded to each of the action points and addressed the next steps.
- Trustees felt many of the action steps were incorporated in the Long Range Plan and can discuss those specific goals at each meeting.
- Parents requested to add a line in the Enrollment Report that lists the number of incoming and outgoing students. This will be added to next month's report.
- More efforts will be made to spin positive press and work on a better Mission Statement.
- Next steps will be addressed at the next board meeting.

9.5. **LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

Superintendent/Principal explained the purpose of the LCAP and the importance of feedback. Laura noted that we are currently in the second year of a 3 year cycle. More will be coming soon on this topic.

10. CONSENT AGENDA

Consent Agenda: All items are approved by a single action. Any member of the Board may remove an item from the consent agenda for separate discussion.

Consent Action

Moved by: Steve Rebscher

Seconded by: James Sanders

Carried

- 10.1. Approval of Minutes - Meetings: November 30, 2022; December 8, 2022; December 9, 2022
- 10.2. **Ratification of Warrant Summary Report for December 2022**
- 10.3. **Approval Quarterly Report on Williams Uniform Complaint for October, November, December 2022**
- 10.4. **Approval of School Accountability Report Cards (SARC) for 2021-2022**
- 10.5. **Approval for the School Year and Attendance Calendars for 2023-2024**
- 10.6. **Approval of Certificated/Classified/Administrative Personnel Actions**

11. DISCUSSION / ACTION ITEMS:

11.1. MARIN COUNTY OFFICE OF EDUCATION (MCOE) CONTRACT FOR BUSINESS SERVICES

This item was tabled until next month's board meeting.

11.2. TK/KINDERGARTEN SCHEDULE AND CONFIGURATION

A special board meeting will be held on Monday, January 30 at 6:30 pm to discuss this topic.

11.3. FUTURE PROGRAM CONFIGURATION MODEL DECISION FACTORS

A special board meeting will be held on Monday, January 30 at 6:30 pm to discuss this topic.

12. AGENDA PLANNING

Comprehensive School Safety Report, MCOE Business Services Contract, Long Range Plan, LCAP.

13. ADJOURN

The meeting was adjourned at 11:11 pm.

Moved by: James Sanders

Seconded by: Richard Sloan

Aye Richard Sloan, Denise Bohman, Steve
Rebscher, James Sanders, Aaron Michelson,
and Amos Klausner

Carried 6-0



LAGUNITAS SCHOOL DISTRICT

One Lagunitas School Road

San Geronimo, CA

SPECIAL MEETING OF THE GOVERNING BOARD

MINUTES

MONDAY, JANUARY 30, 2023

Richard Sloan, President

Laura Shain, Superintendent/Principal

Aaron Michelson, Clerk

Denise Bohman

Steve Rebscher

James Sanders

1. CALL MEETING TO ORDER

The meeting was called to order at 6:03 pm by Richard Sloan, Chair. Members present were Richard Sloan, Denise Bohman, Steve Rebscher, James Sanders, Aaron Michelson. Also present was Laura Shain, Superintendent/Principal. Liz Wickersham, District Secretary recorded the minutes.

2. APPROVAL OF CLOSED SESSION AGENDA

Board Members approved the Closed Session Agenda.

Moved by: Denise Bohman

Seconded by: James Sanders

Aye Richard Sloan, Denise Bohman, Steve Rebscher, James Sanders, and Aaron Michelson

Carried 5-0

3. PUBLIC COMMENTS ON CLOSED SESSION AGENDA

No comments.

4. RECESS TO CLOSED SESSION

Board Members will recess to Closed Session.

Closed Session Agenda:

- 4.1. **Pursuant to Section 54957.6: Conference with Labor Negotiator, Superintendent/Principal Laura Shain; Certificated, Classified, Management/Confidential**
- 4.2. **Pursuant to Section 54957: Public Employee Discipline/Dismissal/Release**
- 4.3. **Reconvene in Open Session**
RECONVENE INTO OPEN SESSION: The Board of Trustees reconvened at 6:32 pm and the Chair reported that no reportable action was taken in Closed Session.

5. INTRODUCTIONS

6. PUBLIC COMMENTS

- Anita Collison stated that she spent the weekend at a CTA conference and after being with other CTA members she mentioned how much she appreciated being at this school district. Anita added that she appreciates the Board's dedication, support and love for this district.
- Dave Cort mentioned that there were still tickets to the Lion's Club Crab Feed and he announced that Jean Berensmeier is to be inducted into the Marin Women's Hall of Fame next month.

7. APPROVAL OF OPEN SESSION AGENDA

Board Members approved the Open Session Agenda.

Moved by: Steve Rebscher

Seconded by: Denise Bohman

Aye Richard Sloan, Denise Bohman, Steve
 Rebscher, James Sanders, and Aaron Michelson

Carried 5-0

8. CORRESPONDENCE / INFORMATION ITEMS

- 8.1. **The Trustees reviewed the letter to Superintendent/Principal Laura Shain and Trustees from a group of School District Families.**

9. DISCUSSION / ACTION ITEMS

9.1. TK/KINDERGARTEN SCHEDULE AND CONFIGURATION

- Superintendent/Principal Laura Shain began the discussion by explaining the history of TK, the new law changing the student eligibility to attend TK and reviewed the rules to teach TK.
- Trustees, staff and parents all participated in an in-depth discussion on the various options for the TK/K/1 classes and the effect these options would have on the programs (Open and Montessori).
- Dismissal time for the TK and Kindergarten students was discussed for the 2023-2024 school year.

Starting in 2023-2024, Transitional Kindergarten students will be dismissed at 12 noon and Kindergarten students will continue to be dismissed at 3 pm (Wednesdays at 2 pm).

Moved by: Steve Rebscher

Seconded by: James Sanders

Aye Richard Sloan, Denise Bohman, Steve Rebscher, James Sanders, and Aaron Michelson

Carried 5-0

9.2. FUTURE PROGRAM CONFIGURATION MODEL DECISION FACTORS

This item was tabled to the next board meeting under a new title.

10. ADJOURN

The meeting was adjourned at 10:17 p.m.

Moved by: Denise Bohman

Seconded by: James Sanders

Aye

Richard Sloan, Denise Bohman, Steve
Rebscher, James Sanders, and Aaron Michelson

Carried 5-0

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0025 BATCH 025
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
20342931	003020/	AMERIGAS																	
		PO-230040	1.	01-0000-0-5505.00-0000-8200-700-000-000												3144905567/102088436	PROPANE		57.86
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144418848/102092432	PROPANE		625.15
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144418856/102088436	PROPANE		795.69
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144905563/102083270	PROPANE		274.80
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144418853/102083270	TANK RENT		115.03
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144418850/102083324	PROPANE		1,394.41
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144380165/102083270	PROPANE		1,202.11
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144905559/102083324	PROPANE		488.46
			1.	01-0000-0-5505.00-0000-8200-700-000-000												3144905561/102092432	PROPANE		1,058.34
				WARRANT TOTAL															\$6,011.85
20342932	003440/	CHILD THERAPY																	
		PO-230123	1.	01-0000-0-5840.00-1110-3110-700-000-000												DEC22	COUNSELING SERVICES		2,760.00
				WARRANT TOTAL															\$2,760.00
20342933	003365/	CLEARWAY ENERGY LLC																	
		PO-230015	1.	01-0000-0-5510.00-0000-8200-700-000-000												914518	NOV22 SOLAR TRANSMSSION		1,315.60
				WARRANT TOTAL															\$1,315.60
20342934	003359/	ETGAR 36																	
		PO-230141	1.	01-9034-0-5819.00-1335-1000-700-000-517												4/24-27	FIELD TRIP DEPOSIT		5,000.00
				WARRANT TOTAL															\$5,000.00
20342935	003179/	FAGEN FRIEDMAN																	
		PO-230011	1.	01-0000-0-5829.00-0000-7100-700-000-000												206871	NOV22 LEGAL SERVICES		85.00
				WARRANT TOTAL															\$85.00
20342936	003383/	KYOCERA DOCUMENT																	
		PO-230053	1.	01-0000-0-5620.00-0000-7200-700-000-000												55E1708168	9/23-12/22 OV CHRGE		317.26
				WARRANT TOTAL															\$317.26
20342937	003499/	LITTLE HANDS																	
		PO-230157	1.	01-6500-0-5840.00-5770-3150-700-000-000												21774	NOV22 OT SERVICES		1,666.60

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0025 BATCH 025
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
WARRANT TOTAL															\$1,666.60
20342938	000009/	MSIA/DENTAL													
		PV-230155				01-0000-0-9524.00-0000-0000-000-000-000							7302-1151/1152 JAN23 DENTAL		1,006.47
						01-0000-0-9524.00-0000-0000-000-000-000							7302-1151/1152 JAN23 DENTAL		77.43
						01-0000-0-9528.00-0000-0000-000-000-000							7302-1151/1152 JAN23 DENTAL		1,348.25
						01-0000-0-9528.00-0000-0000-000-000-000							7302-1151/1152 JAN23 DENTAL		2,530.51
						WARRANT TOTAL									\$4,962.66
20342939	000221/	MSIA/VISION													
		PV-230156				01-0000-0-9524.00-0000-0000-000-000-000							30081850-004 JAN23 VISION		92.07
						01-0000-0-9524.00-0000-0000-000-000-000							30081850-004 JAN23 VISION		30.69-
						01-0000-0-9529.00-0000-0000-000-000-000							30081850-004 JAN23 VISION		245.52
						01-0000-0-9529.00-0000-0000-000-000-000							30081850-004 JAN23 VISION		10.23
						WARRANT TOTAL									\$317.13
20342940	000372/	ODP BUSINESS													
		PO-230154	1.			01-6500-0-4310.00-5770-1100-700-000-000							282298938001 SP/ED SUPPLIES		113.51
		PO-230155	1.			01-1100-0-4300.00-1110-1000-700-000-000							28229893801 OFFICE/SCHOOL SUPP		82.52
						WARRANT TOTAL									\$196.03
20342941	000002/	PG&E													
		PO-230002	1.			01-0000-0-5510.00-0000-8200-700-000-000							9922772254-5 DEC22 ELECTRICITY		783.71
			1.			01-0000-0-5510.00-0000-8200-700-000-000							8558428898-0 DEC22 ELECTRICITY		837.76
			1.			01-0000-0-5510.00-0000-8200-700-000-000							2172974049-4 DEC22 ELECTRICITY		44.11
						WARRANT TOTAL									\$1,665.58
20342942	003158/	RYLAND SCHOOL BUSINESS CONSULT													
		PV-230158				01-0000-0-5840.00-0000-7300-700-000-000							3407 PROFESSIONAL SERVICES		262.50
						WARRANT TOTAL									\$262.50
20342943	003500/	ADAM SCHMIDT													
		PV-230160				01-8150-0-5840.00-0000-8200-700-000-000							1433 FIRST GOPHER TRAPPING		1,800.00

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0025 BATCH 025
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	
REQ#	REFERENCE	LN	FD RESC Y OBJT	SO GOAL	FUNC LOC ACT GRP	DESCRIPTION
						AMOUNT
WARRANT TOTAL						\$1,800.00
20342944	001410/	SHINING STAR				
		PO-230110	1. 01-6500-0-5833.00-5770-1182-700-000-000		12-22-07 DEC22 NPS ATTENDANCE	3,499.21
			1. 01-6500-0-5833.00-5770-1182-700-000-000		11-22-27 NOV22 NPS ATTENDANCE	5,407.87
WARRANT TOTAL						\$8,907.08
20342945	003415/	SISC				
		PV-230151	01-0000-0-9526.00-0000-0000-000-000-000		606394 JAN23 KAISER ACTIVE	4,796.92
			01-0000-0-9526.00-0000-0000-000-000-000		606394 JAN23 KAISER ACTIVE	20,431.08
		PV-230152	01-0000-0-9523.00-0000-0000-000-000-000		70099B JAN23 BLUE CROSS	579.00
			01-0000-0-9524.00-0000-0000-000-000-000		70099B JAN23 BLUE CROSS	579.00
		PV-230153	01-0000-0-3701.00-1110-1000-700-000-000		606394/606321 JAN23 RETIREES	618.00
			01-0000-0-9524.00-0000-0000-000-000-000		606394/606321 JAN23 RETIREES	1,545.00
		PV-230154	01-0000-0-9526.00-0000-0000-000-000-000		606394 JAN23 DEDUCTABLE OPT	1,152.96
			01-0000-0-9526.00-0000-0000-000-000-000		606394 JAN23 DEDUCTABLE OPT	3,923.04
WARRANT TOTAL						\$33,625.00
20342946	000640/	T & B SPORTS				
		PV-230159	01-9034-0-4300.00-1130-1000-025-004-000		138515-IN ADDITIONAL UNIFORMS	390.31
WARRANT TOTAL						\$390.31
20342947	002776/	TK ELEVATOR				
		PO-230045	1. 01-0000-0-5840.00-0000-8200-027-000-000		3007030272 GYM MAINTENANCE	215.59
WARRANT TOTAL						\$215.59
20342948	003248/	WELLS FARGO VENDOR				
		PO-230009	1. 01-0000-0-5620.00-0000-7200-700-000-000		5023076272 DEC22 COPIER PAYMNT	604.04
WARRANT TOTAL						\$604.04
20342949	003448/	MARTHA YOUMAN				
		PO-230043	1. 01-6500-0-5840.00-5770-3120-700-000-000		1145 PYCHOEDUCATIONAL ASSESTM	3,000.00
WARRANT TOTAL						\$3,000.00

APY250 L.00.06

Marin County Office of Education
COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 01/13/2023

01/12/23 PAGE 16

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0025 BATCH 025
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	19	TOTAL AMOUNT OF CHECKS:	\$73,102.23*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	19	TOTAL AMOUNT:	\$73,102.23*

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0025 BATCH 025
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR REQ#	NAME (REMIT) REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	ABA NUM	ACCOUNT NUM DESCRIPTION	AMOUNT
20342950	003351/	BORDENAVE'S														
		PO-230037	1.	13-5310-0-4700.00-0000-3700-000-000-000										161142	LUNCH PRGM BREAD	142.68
																\$142.68
20342951	002470/	CLOVER STORNETTA														
		PO-230013	1.	13-5310-0-4700.00-0000-3700-000-000-000										1101789706	LUNCH PRGM DAIRY	90.00
			1.	13-5310-0-4700.00-0000-3700-000-000-000										1101785437	LUNCH PRGM DAIRY	123.84
																\$213.84
20342952	002199/	LEONORA K. DENARIE														
		PV-230157		13-5310-0-4700.00-0000-3700-000-000-000											REIMB YOGURT/LUNCH FOOD	56.90
																\$56.90
20342953	001505/	FOWLER BROTHERS														
		PO-230030	2.	13-5310-0-4700.00-0000-3700-000-000-000										184474	LUNCH PRGM PRODUCE	225.20
			2.	13-5310-0-4700.00-0000-3700-000-000-000										184419	LUNCH PRGM PRODUCE	454.78
																\$679.98
20342954	003144/	GHIRINGHELLI														
		PO-230031	1.	13-5310-0-4700.00-0000-3700-000-000-000										488	LUNCH PRGM PIZZA	366.50
			1.	13-5310-0-4700.00-0000-3700-000-000-000										489	LUNCH PRGM PIZZA	366.50
			1.	13-5310-0-4700.00-0000-3700-000-000-000										487	LUNCH PRGM PIZZA	366.50
																\$1,099.50
*** FUND	TOTALS ***															
				TOTAL NUMBER OF CHECKS:			5							TOTAL AMOUNT OF CHECKS:		\$2,192.90*
				TOTAL ACH GENERATED:			0							TOTAL AMOUNT OF ACH:		\$.00*
				TOTAL EFT GENERATED:			0							TOTAL AMOUNT OF EFT:		\$.00*
				TOTAL PAYMENTS:			5							TOTAL AMOUNT:		\$2,192.90*
*** BATCH TOTALS ***																
				TOTAL NUMBER OF CHECKS:			24							TOTAL AMOUNT OF CHECKS:		\$75,295.13*
				TOTAL ACH GENERATED:			0							TOTAL AMOUNT OF ACH:		\$.00*
				TOTAL EFT GENERATED:			0							TOTAL AMOUNT OF EFT:		\$.00*
				TOTAL PAYMENTS:			24							TOTAL AMOUNT:		\$75,295.13*
*** DISTRICT TOTALS ***																
				TOTAL NUMBER OF CHECKS:			24							TOTAL AMOUNT OF CHECKS:		\$75,295.13*
				TOTAL ACH GENERATED:			0							TOTAL AMOUNT OF ACH:		\$.00*
				TOTAL EFT GENERATED:			0							TOTAL AMOUNT OF EFT:		\$.00*
				TOTAL PAYMENTS:			24							TOTAL AMOUNT:		\$75,295.13*

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0026 BATCH 026
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION			
20343663	003020/	AMERIGAS				
	PO-230040	1. 01-0000-0-5505.00-0000-8200-700-000-000	3145127117/102088436 PROPANE		301.70	
		1. 01-0000-0-5505.00-0000-8200-700-000-000	3145682600/102088436 PROPANE		196.29	
		1. 01-0000-0-5505.00-0000-8200-700-000-000	3145682590/102083324 PROPANE		402.51	
		1. 01-0000-0-5505.00-0000-8200-700-000-000	3145682597/102083270 PROPANE		275.28	
		1. 01-0000-0-5505.00-0000-8200-700-000-000	3145127100/102092432 PROPANE		1,196.18	
		1. 01-0000-0-5505.00-0000-8200-700-000-000	3145336360/102083270 PROPANE		730.02	
		1. 01-0000-0-5505.00-0000-8200-700-000-000	3145127107/102083324 PROPANE		675.27	
		1. 01-0000-0-5505.00-0000-8200-700-000-000	3145682593/102092432 PROPANE		606.41	
		WARRANT TOTAL			\$4,383.66	
20343664	003262/	BOB BARTLEY PUMP INC				
	PV-230161	01-8150-0-4300.00-0000-8110-700-000-000	4420 SEPTC SYS SCHREDDER PUMPS		3,333.80	
		WARRANT TOTAL			\$3,333.80	
20343665	001954/	ANITA M. COLLISON				
	PV-230163	01-1100-0-4300.00-1110-1000-026-000-000	REIMBURSE PET, CLASS/TEXTBOOKS		174.19	
		01-1100-0-4300.00-1110-1000-026-000-000	REIMBURSE PET, CLASS/TEXTBOOKS		48.58	
		01-6300-0-4100.00-1110-1000-026-002-000	REIMBURSE PET, CLASS/TEXTBOOKS		36.90	
	PV-230164	01-1100-0-4300.00-1110-1000-026-000-000	REIMB SUPP, FT TICKETS		69.50	
		01-1100-0-4300.00-1110-1000-026-000-000	REIMB SUPP, FT TICKETS		56.89	
		01-1100-0-4300.00-1110-1000-026-000-000	REIMB SUPP, FT TICKETS		245.58	
		01-1100-0-4300.00-1110-1000-026-000-000	REIMB SUPP, FT TICKETS		25.00	
		01-1100-0-4300.00-1110-1000-026-000-000	REIMB SUPP, FT TICKETS		55.00	
		01-9032-0-5819.00-1335-1000-026-002-000	REIMB SUPP, FT TICKETS		140.00	
	PV-230165	01-1100-0-4300.00-1110-1000-026-000-000	REIMB PET FOOD		66.45	
		01-1100-0-4300.00-1110-1000-026-000-000	REIMB PET FOOD		42.56	

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0026 BATCH 026
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
			01-1100-0-4300.00-1110-1000-026-000-000	REIMB PET FOOD		15.70
			01-1100-0-4300.00-1110-1000-026-000-000	REIMB PET FOOD		100.01
			01-1100-0-4300.00-1110-1000-026-000-000	REIMB PET FOOD		60.91
			WARRANT TOTAL			\$1,137.27
20343666	003501/	DIANE FERLATTE				
	PO-230166	1.	01-0000-0-5840.00-1110-1000-700-000-000	1/27 ASSEMBLY STORYTELLING		700.00
			WARRANT TOTAL			\$700.00
20343667	000001/	MARIN MUNICIPAL				
	PO-230001	1.	01-0000-0-5535.00-0000-8200-700-000-000	7300231 NOV-DEC22 WATER COSTS		1,581.82
		1.	01-0000-0-5535.00-0000-8200-700-000-000	343501 NOV-DEC22 WATER COSTS		202.33
		1.	01-0000-0-5535.00-0000-8200-700-000-000	341316 NOV-DEC22 WATER COSTS		202.33
			WARRANT TOTAL			\$1,986.46
20343668	000372/	ODP BUSINESS				
	PO-230158	1.	01-1100-0-4300.00-1110-2700-700-000-000	283789497001 PRINTER COLOR PAC		493.14
			WARRANT TOTAL			\$493.14
20343669	002597/	PITNEY BOWES INC				
	PO-230017	1.	01-0000-0-5960.00-0000-7200-700-000-000	1/18/23 POSTAGE		500.00
			WARRANT TOTAL			\$500.00
20343670	003318/	RECOLOGY				
	PO-230006	1.	01-0000-0-5550.00-0000-8200-700-000-000	DEC22 DEBRIS BOXES		1,209.85
			WARRANT TOTAL			\$1,209.85
20343671	002195/	SHEPPARD'S TREE CARE				
	PV-230162		01-8150-0-5840.00-0000-8110-700-000-000	1/14 HAZARDOUS TREE REMOVAL		6,500.00
			WARRANT TOTAL			\$6,500.00
20343672	003448/	MARTHA YOUMAN				
	PO-230043	1.	01-6500-0-5840.00-5770-3120-700-000-000	1156 PSYCHOEDUCATIONAL ASSSMNT		3,000.00
			WARRANT TOTAL			\$3,000.00

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0026 BATCH 026
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20343673	003470/	MARTIN R YUDICE				
	PV-230166		01-8150-0-5840.00-0000-8200-700-000-000	11/16/22-1/13/23 MAINT 21 HRS		1,365.00
	PV-230167		01-8150-0-4300.00-0000-8110-700-000-000	11/16/22-1/13/23 MAINT PART		33.02
			WARRANT TOTAL			\$1,398.02
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	11	TOTAL AMOUNT OF CHECKS:	\$24,642.22*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	11	TOTAL AMOUNT:	\$24,642.22*

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0026 BATCH 026
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20343674	002631/	ARAMARK UNIFORM				
		PO-230029	1. 13-5310-0-4300.00-0000-3700-000-000-000	5080155376	KITCHEN SUPPLIES	50.74
			WARRANT TOTAL			\$50.74
20343675	002470/	CLOVER STORNETTA				
		PO-230013	1. 13-5310-0-4700.00-0000-3700-000-000-000	1101792733	LUNCH PRGM DAIRY	131.37
			WARRANT TOTAL			\$131.37
20343676	001505/	FOWLER BROTHERS				
		PO-230030	2. 13-5310-0-4700.00-0000-3700-000-000-000	184528	LUNCH PRGM PRODUCE	229.98
			WARRANT TOTAL			\$229.98
20343677	003144/	GHIRINGHELLI				
		PO-230031	1. 13-5310-0-4700.00-0000-3700-000-000-000	493	LUNCH PRGM PIZZA	366.50
			1. 13-5310-0-4700.00-0000-3700-000-000-000	491	LUNCH PRGM PIZZA	366.50
			WARRANT TOTAL			\$733.00
20343678	002611/	US FOODSERVICE INC				
		PO-230039	1. 13-5310-0-4700.00-0000-3700-000-000-000	3219424	LUNCH PROGRAM FOOD	41.35
			WARRANT TOTAL			\$41.35
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	5	TOTAL AMOUNT OF CHECKS:	\$1,186.44*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	5	TOTAL AMOUNT:	\$1,186.44*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$25,828.66*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$25,828.66*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	16	TOTAL AMOUNT OF CHECKS:	\$25,828.66*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	16	TOTAL AMOUNT:	\$25,828.66*

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT

BATCH: 0027 BATCH 027

FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
REQ#	REFERENCE	LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	DESCRIPTION		
20344392	003365/	CLEARWAY ENERGY LLC				
		PO-230015	1. 01-0000-0-5510.00-0000-8200-700-000-000	939728 DEC22 SOLAR TRANSMSSION	796.68	
			WARRANT TOTAL		\$796.68	
20344393	003256/	JOSTENS SCHOOL ANNUAL				
		PO-230167	1. 01-9218-0-5840.00-1193-1000-700-000-000	773051 DEPOSIT	1,427.50	
			WARRANT TOTAL		\$1,427.50	
20344394	002735/	LAGUNITAS SCHOOL				
		RC-230002	01-0000-0-4300.00-0000-7110-700-000-000	R1103 BOARD MEETING SUPPL	67.46	
			WARRANT TOTAL		\$67.46	
20344395	003499/	LITTLE HANDS				
		PO-230157	1. 01-6500-0-5840.00-5770-3150-700-000-000	230 DEC22 OT SERVICES	500.00	
			WARRANT TOTAL		\$500.00	
20344396	000372/	ODP BUSINESS				
		PO-230160	1. 01-1100-0-4300.00-1110-1000-700-000-000	285584501001 DISTR CLASSRM SUP	82.05	
		PO-230161	1. 01-0000-0-4300.00-0000-7110-700-000-000	258742538001 DISTR/BOARD SUP	53.72	
			1. 01-0000-0-4300.00-0000-7110-700-000-000	285786148001 DISTR/BOARD SUP	5.26	
			WARRANT TOTAL		\$141.03	
20344397	000002/	PG&E				
		PO-230002	1. 01-0000-0-5510.00-0000-8200-700-000-000	9922772254-5 JAN23 ELECTRICITY	818.38	
			1. 01-0000-0-5510.00-0000-8200-700-000-000	2172974049-4JAN23 ELECTRICITY	134.21	
			1. 01-0000-0-5510.00-0000-8200-700-000-000	8558428898-0 JAN23 ELECTRICITY	654.48	
			WARRANT TOTAL		\$1,607.07	
20344398	003502/	HARMONY N RAMOS				
		PV-230169	01-0000-0-5821.00-0000-7200-700-000-000	REIMB FINGERPRINTING COST	33.00	
			WARRANT TOTAL		\$33.00	
20344399	002419/	STATE OF CALIFORNIA				
		PV-230168	01-0000-0-9515.00-0000-0000-000-000-000	OCT-DEC22 STATE SUI TAXES	2,646.33	
			WARRANT TOTAL		\$2,646.33	

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0027 BATCH 027
FUND : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT								
REQ#	REFERENCE	LN	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	DESCRIPTION	AMOUNT
20344400	003248/	WELLS FARGO VENDOR												
		PO-230009	1.	01-0000-0-5620.00-0000-7200-700-000-000									5023509609 JAN23 COPIER PYMNT	604.04
													WARRANT TOTAL	\$604.04
*** FUND	TOTALS ***													
													TOTAL NUMBER OF CHECKS:	9
													TOTAL AMOUNT OF CHECKS:	\$7,823.11*
													TOTAL ACH GENERATED:	0
													TOTAL AMOUNT OF ACH:	\$.00*
													TOTAL EFT GENERATED:	0
													TOTAL AMOUNT OF EFT:	\$.00*
													TOTAL PAYMENTS:	9
													TOTAL AMOUNT:	\$7,823.11*

DISTRICT: 021 LAGUNITAS SCHOOL DISTRICT
BATCH: 0027 BATCH 027
FUND : 13 CAFETERIA FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT
	REQ#	REFERENCE LN	FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP		DESCRIPTION	
20344401	001505/	FOWLER BROTHERS				
		PO-230030	2. 13-5310-0-4700.00-0000-3700-000-000-000	184583	LUNCH PRGM PRODUCE	409.18
			WARRANT TOTAL			\$409.18
20344402	003144/	GHIRINGHELLI				
		PO-230031	1. 13-5310-0-4700.00-0000-3700-000-000-000	494	LUNCH PRGM PIZZA	366.50
			WARRANT TOTAL			\$366.50
20344403	002611/	US FOODSERVICE INC				
		PO-230038	2. 13-5310-0-4300.00-0000-3700-000-000-000	4232695	LUNCH PROGRAM SUPPLIES	322.90
		PO-230039	1. 13-5310-0-4700.00-0000-3700-000-000-000	4232695	LUNCH PROGRAM FOOD	1,643.37
			WARRANT TOTAL			\$1,966.27
*** FUND	TOTALS ***		TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$2,741.95*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	3	TOTAL AMOUNT:	\$2,741.95*
*** BATCH TOTALS ***			TOTAL NUMBER OF CHECKS:	12	TOTAL AMOUNT OF CHECKS:	\$10,565.06*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	12	TOTAL AMOUNT:	\$10,565.06*
*** DISTRICT TOTALS ***			TOTAL NUMBER OF CHECKS:	12	TOTAL AMOUNT OF CHECKS:	\$10,565.06*
			TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
			TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
			TOTAL PAYMENTS:	12	TOTAL AMOUNT:	\$10,565.06*



LAGUNITAS SCHOOL DISTRICT

Overnight Field Trip Board Approval Request Form

(Submit to School Principal at least two weeks prior to Board Meeting)

Teacher(s): Alex Cusick

Program: Montessori

Today's Date: 1/17/23

Days and Dates of Trip: April 24-26

Departure Time: 9:00am Return Time: 2:30pm Number of Students: 10 Number of Adults: 2

Check needed from Business Office (request two weeks prior to trip.): ☐ yes ☐ no

Amount needed: \$1,014
Deposit amount paid: \$1,014

Invoice attached: ☒ yes ☐ no
Deadline for payment: 3/24/23

DESTINATION AND ITINERARY: (Include street address, town, park, theater, performance, etc.)

Nature Bridge at Golden Gate
1033 Fort Cronkhite Sausalito, CA 94965

CURRICULUM AREA AND PURPOSE:

Students engage in inclusive, hands-on environmental science learning in the marsh headlands and coast. Connect to Science, nature, self, and others.

TRANSPORTATION:

☒ We will be traveling by private cars. (Field trips by private cars require that all students under the age of 8 ride in the back seat with: a seatbelt for each student, a booster seat for students under the age of 8 unless they are 4'9" or taller, and a completed driver/auto insurance form from all drivers.)

☐ Other transportation is planned: _____

Students will be returned to: ☒ School ☐ Home

Water waiver needed: ☐ yes ☒ no (Trips involving swimming or wading require additional waiver form.)

INFORMATION:

Deadline permission slip due: 2/23/23 AND online registration!

Lunch plans: 1st day - TBD

Money / Amount allowed: \$316 *

Swimming suits and towels needed: ☐ yes ☒ no

Bag lunch needed: ☐ yes ☐ no TBD

Water needed: ☒ yes ☐ no

Money used for: program, meals, lodging

Request for drivers: yes

Additional information on clothing or equipment needed: Packing List will be provided

PRINCIPAL APPROVAL (prior to Board request):

☒ Yes ☐ No Principal Signature: Luna Ra- Date: 1/18/23

SCHOOL BOARD APPROVAL:

☐ Yes ☐ No Board Member Signature: _____

Lagunitas School District Board Meeting Date: _____

* Money Due in Full by 2/23/23 - \$316
Can do ^{or} Payment #1 1/31/23 - \$158
Payment #2 2/23/23 - \$158



NatureBridge Golden Gate
(415) 332-5771
naturebridge.org

Dec 15, 2022 6:22 PM PST **Activity Record - ESCI**

Invoice # 2302-000362

PO # 230052

Lagunitas Public Montessori School

Alex Cusick

P.O. Box 308

San Geronimo, CA 94963

P: (415) 488-4118

E: acusick@lagunitas.org

Lagunitas Public Montessori School

**Field Science I TBD Monday, April 24, 2023 - Wednesday, April 26, 2023 at
11:30AM**

CHARGES

Item	Description	QTY	Price	Subtotal	Tax	Total
3-Day, 2-Night Student		10	\$316.00	\$3,160.00	\$0.00	\$3,160.00
3-Day, 2-Night Adult		2	\$277.00	\$554.00	\$0.00	\$554.00
Scholarship Fee		12	\$2.00	\$24.00	\$0.00	\$24.00
Total Charges						\$ 3,738.00

PAYMENTS

Date	Payment Description	Amount Paid
Dec 8, 2022	Payment Received	\$ 1,014.00
Total Payments		\$ 1,014.00
BALANCE DUE		2,724.00

Please remit **\$0.00** to the address below by **1/10/2023**. If the deposit is not received by 1/10/2023, your participation in our program cannot be guaranteed!

PAYMENT IN FULL IS DUE 30 DAYS PRIOR TO ARRIVAL

Please remit to: NatureBridge, GGNRA, 1033 Fort Cronkhite, Sausalito, CA 94965

Please write your Invoice Number on your check

***NatureBridge connects young people to the wonder and science of the natural world,
igniting self-discovery and inspiring stewardship of our planet.***



LAGUNITAS SCHOOL DISTRICT

Overnight Field Trip Board Approval Request Form

(Submit to School Principal at least two weeks prior to Board Meeting)

Teacher(s): Anita Collison, Jason Coale, Marlene Maiello, Lawrence Nigro
 Program: Open Classroom Today's Date: 2/13/23
 Days and Dates of Trip: Thurs, May 4th to Saturday, May 6th
 Departure Time: 11^{2/4} am Return Time: 12^{2/6} pm Number of Students: 30-37 Number of Adults: 60-65

Check needed from Business Office (request two weeks prior to trip.): ☐ yes ☐ no

Amount needed: \$1,821.56
 Deposit amount paid: \$1,821.56

Invoice attached: ☒ yes ☐ no
 Deadline for payment: 2/28/23

DESTINATION AND ITINERARY: (Include street address, town, park, theater, performance, etc.)

Olema Campground

CURRICULUM AREA AND PURPOSE:

Community connections, social-emotional growth

TRANSPORTATION:

☒ We will be traveling by private cars. (Field trips by private cars require that all students under the age of 8 ride in the back seat with: a seatbelt for each student, a booster seat for students under the age of 8 unless they are 4'9" or taller, and a completed driver/auto insurance form from all drivers.)

☐ Other transportation is planned: _____

Students will be returned to: ☐ School ☒ Home

Water waiver needed: ☐ yes ☒ no (Trips involving swimming or wading require additional waiver form.)

INFORMATION:

Deadline permission slip due: April 21st (for planning purposes)

Lunch plans: _____ Bag lunch needed: ☒ yes ☐ no

Money / Amount allowed: \$75-\$100 per family Water needed: ☒ yes ☐ no

Swimming suits and towels needed: ☐ yes ☒ no Money used for: Campground costs

Request for drivers: yes

Additional information on clothing or equipment needed: plan on chilly evenings,

PRINCIPAL APPROVAL (prior to Board request):

☒ Yes ☐ No Principal Signature: [Signature] Date: 2/13/23

SCHOOL BOARD APPROVAL:

☐ Yes ☐ No Board Member Signature: _____

Lagunitas School District Board Meeting Date: _____

February 12, 2023

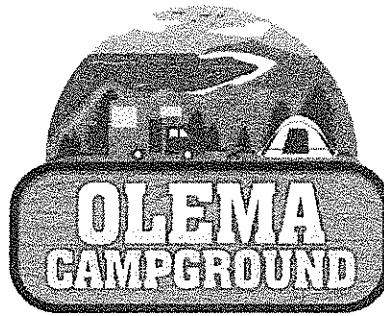
Dear Lagunitas School District Board,

Open Classroom staff and families request your approval for our annual whole school camping trip. We plan to camp at Olema Campground from Thursday, May 4th to Saturday, May 6th.

Last year's overnight trip was a great success so we have decided to revisit Olema for this year's trip. Students participating without a parent present will be supervised by a specific family and their classroom teacher. Students attending for the day will either be transported by their parents or a staff member and be supervised by their classroom teacher.

Thank you for your consideration,

Anita Collison



RESERVATION CONFIRMATION

LAGUNITAS SCHOOL DISTRICT
Anita Collison
po box 308
San Geronimo, CA 94963

Arrival Date: Thursday, May 4 2023

Departure Date: Saturday, May 6 2023

Dear Anita Collison ,

Thank you for choosing Olema Campground. We are confident that your stay will be enjoyable. Please accept this letter as confirmation of your reservation. Your total charges do not include any incidental charges incurred during your stay. Please verify that the information below is correct. If there are any changes please call our office as soon as possible.

Reservation Details

You will be staying on sites 201, 202, 203, 204, 209, 210, 211, 212, 213, 214, 221, 222, 223, 224, 225, 226, 335, 337, 339.

Site Num:Rate Type-Arrive to Depart

Date	Description	Debit	Credit	Balance
23 Jan 2023	Anita Collison 221: Group Rate 10+ campsites - (04-	86.50		

	May-23 to 06-May-23)			
	- TOT	3.46		
	Anita Collison 222: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 223: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 224: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 225: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 226: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 209: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 210: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 211: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 212: Group Rate 10+ campsites - (04-	86.50		

	May-23 to 06-May-23)			
	- TOT	3.46		
	Anita Collison 213: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 214: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
28 Jan 2023	Anita Collison 339: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 337: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
	Anita Collison 335: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	86.50		
	- TOT	3.46		
06 Feb 2023	Anita Collison 202: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	113.50		
	- TOT	4.54		
	Anita Collison 204: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	113.50		
	- TOT	4.54		
	Anita Collison 201: Group Rate 10+ campsites - (04- May-23 to 06-May-23)	113.50		
	- TOT	4.54		
	Anita Collison 203: Group Rate 10+ campsites - (04-	113.50		

	May-23 to 06-May-23)			
	- TOT	4.54		1,821.56

Cancellation Policy: A 100% deposit is needed to secure a reservation. In the case of cancellation, any balance will be refunded after deducting cancellation fees. The cancel fee is equal to the first nights charge per campsite if reservation is canceled more than five days before the reservation date. If the reservation is canceled less than five days before arrival or you do not show up, there is no refund.

No Show Policy: If you do not show up and you do not call us in advance to cancel, you will be charged for the entire reservation.

If you have multiple campsites reserved and on arrival you cancel a site, there will be no refund of the deposit for the canceled site.

If you do not show up for the first night of your reservation, we must hear from you by 10:00am the next morning if you still plan to arrive for the rest of the reservation. If we do not hear from you the reservation will be canceled and the campsite released for use.

Directions: If you need directions to our campground please check our website at www.olemacampground.com or call our office and we will be glad to assist you.

Sincerely,

Lexi

Olema Campground

10155 Highway 1, Box #145

Olema, CA 94950

415-663-8106

Lagunitas School District

SCHOOL YEAR CALENDAR FOR 2022-2023

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

OCTOBER 2022						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Important Dates

8/17.....First Day for Students
 2/1.....K Registration begins
 6/8.....Last Day for Students

 11/10.....End of 1st Trimester
 3/9.....End of 2nd Trimester
 6/9.....End of 3rd Trimester

All Wednesdays – Early Release Days

Parent Conferences – Early Release Days

September 28 - October 5, 2022

January 18 - 25, 2023

April 19 - 26, 2023

Minimum Days

October 31 – Noon Dismissal
 December 16 – Noon Dismissal
 June 9 (Last day) – Noon Dismissal

Non-Student Days

9/5.....Labor Day
 11/11.....Veterans' Day
 11/21–11/25.... Fall Break
 12/19–1/2.....Winter Break
 1/16.....Martin Luther King, Jr. Day
 2/20 – 2/24.....February Break
 4/10 – 4/14.....Spring Break
 5/29.....Memorial Day

8/12.....Teacher Work Day
 8/15.....Teacher Work Day
 8/16.....Staff Development Day
 11/1.....Staff Development Day
 6/12.....Staff Development Day
 6/13.....Teacher Work Day
 6/14.....Make-up Days (if needed)

First / Last Day of School

Federal / State / Local Holiday

Staff Development Day / Teacher Work Day

Make-up Days

In case of school closure on regular school day.

Early Release Days

Dismissal is at 2:00 pm

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY 2023						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

LAGUNITAS SCHOOL DISTRICT
San Geronimo, California

INTERDISTRICT TRANSFER LIST #1 2023-2024
February 16, 2023

<u>INCOMING</u>	<u>FROM</u>	<u>STATUS</u>

<u>OUTGOING</u>	<u>TO</u>	<u>STATUS</u>
Louis Meinholf (6 th)	Ross Valley School District	New
Aurora Garcia (8 th)	Ross Valley School District	Renewal
Bodhi Fong (1 st)	Ross Valley School District	Renewal
Rocky Fong (TK)	Ross Valley School District	New
Levi Teicher (8 th)	Ross Valley School District	New



LAGUNITAS SCHOOL DISTRICT
San Geronimo, California

Board Meeting Schedule for 2023-2024

August 17, 2023	Regular Meeting	6:30 p.m.
September 14, 2023*	"	6:30 p.m.
October 19, 2023	"	6:30 p.m.
November 16, 2023	"	6:30 p.m.
December 14, 2023*	"	6:30 p.m.
January 18, 2024	"	6:30 p.m.
February 15, 2024	"	6:30 p.m.
March 14, 2024*	"	6:30 p.m.
April 18, 2024	"	6:30 p.m.
May 16, 2024	"	6:30 p.m.
June 6, 2024*	"	6:30 p.m.
June 20, 2024	"	6:30 p.m.

Regular meetings of the Lagunitas Board of Trustees are held on the third Thursday of the month with certain exceptions (*). The meetings will be held in Room 12 on the Lagunitas School Campus.

Policy 5117: Interdistrict Attendance

Status: DRAFT

Original Adopted Date: Pending | **Last Reviewed Date:** 02/09/2023

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

Interdistrict Attendance Agreements and Permits

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Transportation

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600. (Education Code 46600)

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Regulation 5117: Interdistrict Attendance

Status: DRAFT

Original Adopted Date: Pending | **Last Reviewed Date:** 02/09/2023

Interdistrict Attendance Agreements and Permits

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to: (Education Code 46600.1, 46600.2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received.
 - b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
6. The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Priority for interdistrict attendance shall be given to a student who has been determined, through an investigation by either the district of residence or district of proposed enrollment, to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

Until the district is at maximum capacity, the district shall accept any student whose interdistrict transfer application is based on being the victim of an act of bullying or a child of an active duty military parent/guardian. The district shall ensure that such students are admitted through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based on academic or athletic performance, physical condition, proficiency in English, family income, or any of the individual characteristics set forth in Education Code 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status. (Education Code 46600)

In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries
2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist,

or other appropriate school personnel

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district
8. When the student will be living out of the district for one year or less
9. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence
10. When there is valid interest in a particular educational program not offered in the district of residence
11. To provide a change in school environment for reasons of personal and social adjustment

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment,

unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

Transfers Out of the District

A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

If the district is unable to provide an intradistrict transfer to a student who is a victim of an act of bullying, as defined in Education Code 46600, the district shall not prohibit the student from transferring out of the district if the district of proposed enrollment approves the application for transfer. (Education Code 46600)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

1. The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance.
 2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.
 3. The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31
-



**AT&T SWITCHED ETHERNET SERVICESSM (INTRASTATE)
PRICING SCHEDULE PROVIDED PURSUANT TO CUSTOM TERMS**

Customer	AT&T
Lagunitas Elementary School District Street Address: One Lagunitas School Rd City: San Geronimo State/Province: CA Zip Code: 94963 Country: USA	The applicable AT&T Service-Providing Affiliate(s)
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: Laura Shain Title: Superintendent/Principal Street Address: One Lagunitas Rd City: San Geronimo State/Province: CA Zip Code: 94963 Country: USA Telephone: 415-488-4118 ext 202 Email: lshain@lagunitas.org	Name: Rochelle Pollard Street Address: 2600 Camino Ramon City: San Ramon State/Province: CA Zip Code: 94583 Country: USA Telephone: 415-290-4664 Email: rp8018@att.com Sales/Branch Manager: Steven Gallagher SCVP Name: Chris Congo Sales Strata: LED Sales Region: West <u>With a copy (for Notices) to:</u> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Country: USA Telephone: Email: Agent Code	

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above. Customer requests that its identity be kept confidential and not be publicly disclosed by AT&T or by any regulatory commission, unless required by law.

Customer acknowledges and certifies that the interstate traffic (including Internet and international traffic) constitutes **ten percent (10%) or less** of the total traffic on any Service. Internet and International traffic are always considered interstate. The nature of the traffic, not merely the physical endpoints of the facility, determines whether the Port is Interstate or Intrastate.

Customer confirms receipt of the AT&T customer building / site preparation document describing the installation requirements at the Site(s)
On the Effective Date, this Pricing Schedule will supersede and replace all existing or prior agreement(s) for the Service identified in Attachment A.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

For AT&T internal use only:	Contract Ordering and Billing Number (CNUM):
--	--

AT&T and Customer Confidential Information

AT&T SWITCHED ETHERNET SERVICESM (Intrastate)
Pricing Schedule Provided Pursuant to Custom Terms

1. SERVICE, SERVICE PROVIDER(S) and SERVICE PUBLICATION(S)

Service	AT&T Switched Ethernet Service SM
----------------	--

1.1. AT&T Switched Ethernet ServiceSM

AT&T Switched Ethernet Participating Carrier(s)	Service Publication (incorporated by reference)	Service Publication Location (URL)
BellSouth Telecommunications, LLC, d/b/a AT&T Alabama, AT&T Florida, AT&T Georgia, AT&T Kentucky, AT&T Louisiana, AT&T Mississippi, AT&T North Carolina, AT&T South Carolina, and AT&T Tennessee Illinois Bell Telephone Company, LLC, d/b/a AT&T Illinois Indiana Bell Telephone Company, Incorporated, d/b/a AT&T Indiana Michigan Bell Telephone Company, d/b/a AT&T Michigan Nevada Bell Telephone Company, d/b/a AT&T Nevada The Ohio Bell Telephone Company, d/b/a AT&T Ohio Pacific Bell Telephone Company, d/b/a AT&T California Southwestern Bell Telephone Company, d/b/a AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, and AT&T Texas Wisconsin Bell, Inc., d/b/a AT&T Wisconsin	AT&T Switched Ethernet Service SM Guide (Service Guide)	https://cpr.att.com/pdf/commonEthServGuide.html
AT&T Corp. provides Service outside the AT&T ILEC Footprint (the 21 states referenced above), where available. AT&T Communications of New York provides intrastate Service in New York. AT&T Communications of Virginia, LLC provides intrastate Service in Virginia.	AT&T Switched Ethernet Service SM Third Party Access (3PA Service Guide)	https://serviceguidenew.att.com/sg_flashPlayerPage/ASE3PA
TC Systems, Inc.: Massachusetts and Nevada Teleport Communications America, LLC (TCAL): Arizona, Colorado, Connecticut, Delaware, District of Columbia, Florida, Kentucky, Maryland, Massachusetts, Minnesota, Nebraska, Nevada, New Jersey, New York, Ohio, Oregon, Pennsylvania, Rhode Island, Utah, Virginia, and Washington	AT&T Business Service Guide AT&T Switched Ethernet (TCAL)	https://serviceguidenew.att.com/sg_flashPlayerPage/ASE

AT&T and Customer Confidential Information

WK# - TCAL and ILEC - Intrastate -TBD	For AT&T Administrative Use Only
Please sign by February 11, 2023.	Pricing Schedule No. _____
	Original Effective Date: _____

AT&T SWITCHED ETHERNET SERVICESM (Intrastate)
Pricing Schedule Provided Pursuant to Custom Terms

1.2. Inside Wiring

Service	AT&T Inside Wiring	
Service Provider	Service Publication	Service Publication Location
Same as the AT&T Service Provider for the AT&T Switched Ethernet Service SM	AT&T Inside Wiring Service Attachment	https://cpr.att.com/pdf/publications/Inside_Wiring_Service_Guide_Attachment.pdf

1.3. Entrance Facility Construction

Service	AT&T Entrance Facility Construction	
Service Provider	Service Publication	Service Publication Location
Same as the AT&T Service Provider for the AT&T Switched Ethernet Service SM	AT&T Entrance Facility Construction Attachment	https://cpr.att.com/pdf/service_publications/EFC_Attachment.pdf

2. PRICING SCHEDULE TERM, EFFECTIVE DATE

Pricing Schedule Term	36 months
Start Date of Minimum Payment Period, per Service Component	Later of the Effective Date or installation of the Service Component
Rate Stabilization per Service Component	Rates as specified in this Pricing Schedule for each Service Component are stabilized until the end of the Pricing Schedule Term.
Pricing Schedule Term Extension Option	Customer may extend the Pricing Schedule Term for one or two 12-month periods (each, an "Extension Period") upon written notice to AT&T at least forty-five (45) days prior to the expiration of the original Pricing Schedule Term (or of the first Extension Period, or of the second Extension Period if applicable). In such a case, the Minimum Payment Period for each Service Component shall expire at the later of the end of the applicable Extension Period or the expiration of its original Minimum Payment Period.

Service Components	Percentage of Monthly Recurring Rate Applied for Calculation of Early Termination Charges*	Minimum Payment Period per Service Component
CIR/CoS	50% plus any unpaid or waived non-recurring charges	Until the end of the Minimum Payment Period for the associated Customer Port Connection
All quantities of Service Components (excluding CIR/CoS) listed in Section A-1 of Attachment A	50% plus any unpaid or waived non-recurring charges	Until end of Pricing Schedule Term

AT&T and Customer Confidential Information

Page 3 of 7

UA Required
SR-199602 – LN1216 – 01.12.2023
RLR 1342128v2.0 & 1342130v1.0
OpptyID 1-JR6CPID

ASE_ILEC_ICB_PS_INTRASTATE v093022
AT&T Solution No. _____
CT-Owner: [ATTUID] [mm/dd/yy]

AT&T SWITCHED ETHERNET SERVICESM (Intrastate)
Pricing Schedule Provided Pursuant to Custom Terms

4. ADDS; MOVES; and UPGRADES**4.1. Adds**

Orders for Service Components in excess of quantities listed in Attachment A ("Adds") are not permitted.

4.2. Moves

Per applicable Service Publication

4.3. Upgrades**4.3.1. Upgrades to a Higher Speed**

Customers may upgrade their CIR to a higher speed without incurring Termination Charges, if such increases do not require physical changes to AT&T's equipment or connections at Customer Site(s). In addition, customers may upgrade their Class of Service without incurring Termination Charges provided the upgrade does not include any reduction in the customer's existing CIR.

4.3.2. Pricing for Service Reconfiguration - Increase in CIR or CoS*

Service Components	Monthly Recurring Rate and Non-recurring Charges
Committed Information Rate (CIR) or Class of Service (CoS) specified in Attachment A	As specified in Attachment A
*only increases which do not require physical changes to AT&T's equipment or connections at Customer Site(s)	

5. WAIVERS

Waived Charges	Non-recurring Charge waivers, if any, will apply as identified in Attachment A.
----------------	---

6. RATES AND CHARGES; QUANTITIES; INITIAL SITE AND SERVICE CONFIGURATION

This Pricing Schedule is Customer's order for any new Services shown on Attachment(s) A.

Applicable to all rate tables in this Pricing Schedule:

- The applicable USOC is the last five (5) characters of the code displayed for each Service Component – the remaining characters are for internal AT&T use only.
- In the event any total amounts conflict with any per-unit rates in the tables below, the per-unit rates shall control.
- Charges for special construction, if needed, may also apply.

7. SPECIAL TERMS, CONDITIONS or OTHER REQUIREMENTS**7.1. Accelerated Discount**

	Accelerated Discount	Liability upon early termination of any Service Component
Special Construction Charges Discount	\$0.00	100% of the accelerated discount divided by the number of months in the Pricing Schedule Term multiplied by the number of months remaining in the Pricing Schedule Term at date of termination

WK# - TCAL and ILEC - Intrastate -TBD	Pricing Schedule No. _____
Please sign by 11 November 2023	Original Effective Date: _____

**AT&T SWITCHED ETHERNET SERVICESM (INTRASTATE)
PRICING SCHEDULE PROVIDED PURSUANT TO CUSTOM TERMS**

ATTACHMENT A - CALIFORNIA

RATES and CHARGES; INITIAL SERVICE COMPONENTS, SITE and SERVICE CONFIGURATION

Lagunitas Elementary School District

A-1. Rates and Charges; Initial Quantities

Service Components / USOC	Quantity New	Quantity Existing	Billed Monthly Recurring Rate (MRR), per unit	Total Billed Monthly Recurring Rate (Qty x MRR)	Standard Non-recurring Charge (NRC)*, (New Service Components only), per unit	Billed Non-recurring Charge (NRC)*, (New Service Components only), per unit	Total Billed Non-recurring Charge (Qty New x Billed NRC)
1000 Mbps CIR - Business Critical Medium - Basic Only USOC: R6EZC	0	1	\$308.00	\$308.00	\$150.00	\$0.00	\$0.00
Customer Port Connection - 1 Gbps - Copper - Basic USOC: EYQFX	0	1	\$167.00	\$167.00	\$2,100.00	\$0.00	\$0.00
10000 Mbps CIR - Business Critical Medium - Basic Only USOC: R61SX	0	0	\$470.00	\$0.00	\$150.00	\$0.00	\$0.00
Customer Port Connection - 10 Gbps - Basic USOC: EYQGX	0	0	\$500.00	\$0.00	\$15,750.00	\$0.00	\$0.00
1000 Mbps CIR - Business Critical Medium - Basic Only USOC: R6EZC	0	0	\$308.00	\$0.00	\$150.00	\$0.00	\$0.00
2000 Mbps CIR - Business Critical Medium - Basic Only USOC: R61BX	0	0	\$150.79	\$0.00	\$150.00	\$0.00	\$0.00
2500 Mbps CIR - Business Critical Medium - Basic Only USOC: R61CX	0	0	\$203.17	\$0.00	\$150.00	\$0.00	\$0.00
4000 Mbps CIR - Business Critical Medium - Basic Only USOC: R61FX	0	0	\$255.56	\$0.00	\$150.00	\$0.00	\$0.00

AT&T and Customer Confidential Information

Page 5 of 7

UA Required
SR-199602 – LN1216 – 01.12.2023
RLR 1342128v2.0 & 1342130v1.0
OpptyID 1-JR6CPID

ASE_ILEC_ICB_PS_INTRASTATE v093022

AT&T Solution No. _____

CT-Owner: [ATTUID] [mm/dd/yy]

WK# - TCAL and ILEC - Intrastate -TBD

Please sign by 11 November 2023

Pricing Schedule No. _____
Original Effective Date: _____

**AT&T SWITCHED ETHERNET SERVICESM (INTRASTATE)
PRICING SCHEDULE PROVIDED PURSUANT TO CUSTOM TERMS**

Service Components / USOC	Quantity New	Quantity Existing	Billed Monthly Recurring Rate (MRR), per unit	Total Billed Monthly Recurring Rate (Qty x MRR)	Standard Non-recurring Charge (NRC)*, (New Service Components only), per unit	Billed Non-recurring Charge (NRC)*, (New Service Components only), per unit	Total Billed Non-recurring Charge (Qty New x Billed NRC)
5000 Mbps CIR - Business Critical Medium - Basic Only USOC: R61HX	0	0	\$314.02	\$0.00	\$150.00	\$0.00	\$0.00
7500 Mbps CIR - Business Critical Medium - Basic Only USOC: R61NX	0	0	\$365.00	\$0.00	\$150.00	\$0.00	\$0.00
9500 Mbps CIR - Business Critical Medium - Basic Only USOC: R61RX	0	0	\$425.00	\$0.00	\$150.00	\$0.00	\$0.00
TOTAL billed MRR and NRC for Service Components and Quantities listed above:				\$475.00			\$0.00
<p>*If the standard NRC exceeds the billed NRC, the difference has been waived.</p> <p>Charges for special construction, if needed, may also apply.</p>							
<p>If any CIR or CoS is decreased before the end of the Minimum Payment Period, early termination charges will not apply; the MRR for the new CIR or CoS will be the then-current Service Publication rate for the EPP term equal to the Pricing Schedule Term or if no such EPP term exists then the next shorter EPP term.</p>							

AT&T and Customer Confidential Information

Page 6 of 7

UA Required
SR-199602 – LN1216 – 01.12.2023
RLR 1342128v2.0 & 1342130v1.0
OpptyID 1-JR6CPID

ASE_ILEC_ICB_PS_INTRASTATE v093022
AT&T Solution No. _____
CT-Owner: [ATTUID] [mm/dd/yy]

WK# - TCAL and ILEC - Intrastate -TBD Please sign by 11 November 2023	Pricing Schedule No. _____ Original Effective Date: _____
--	--

**AT&T SWITCHED ETHERNET SERVICESM (INTRASTATE)
PRICING SCHEDULE PROVIDED PURSUANT TO CUSTOM TERMS**

A-2. Initial New and Existing Sites and Service Configuration

Table 1. Complete a line for each Customer Port Connection.

Port ID #	Street Address	City	State	New or Existing Service	Service Provider
1	1 LAGUNITAS SCHOOL RD	SAN GERONIMO	CA	Existing	ATT California

Table 2. Service Components associated with Customer Port Connections identified above.

Port ID #	Customer Port Connection Speed	CIR Speed / Tier	Class of Service / Package	Regenerator
1	1 Gbps Basic	1000 Mbps	Bus. Critical - Med.	N/A

Table 3. Features associated with Customer Port Connections identified above.

Port ID #	Add'l MAC Addresses	Alternate Serving Switch	Diverse Access	Advanced Access Failover	Enhanced Multicast
1	N/A	N/A	N/A	N/A	N/A

End of Document



E-Rate Rider

ATTACHMENT TO AT&T Switched Ethernet ("Agreement") FOR SERVICES AND/OR PRODUCTS SUBJECT TO E-rate FUNDING

This Attachment ("Attachment") is entered into by **AT&T Corp** [Insert name of AT&T affiliate] (AT&T) and Lagunitas School District (Customer) and is effective as of the date last signed below (Effective Date). It is an attachment to the Agreement and has the same term as the Agreement. If there are any inconsistencies between the Agreement and this Attachment with respect to the Service for which E-rate funding is sought, the terms and conditions of this Attachment control.

TERMS AND CONDITIONS APPLICABLE TO E-RATE FUNDED PRODUCTS AND SERVICES

Customer intends to seek funding through the E-rate program for Services purchased under the Agreement. E-rate is administered by the Universal Service Fund Administrative Company (USAC). The Federal Communications Commission (FCC) has promulgated regulations that govern the participation in the E-rate program. The Parties agree:

1. Eligibility of Products and Services. The eligibility or ineligibility of products or services for E-rate funding is solely determined by USAC and/or the FCC. AT&T makes no representations or warranties regarding such eligibility.
2. Service Substitutions. USAC funding commitments are based upon the products, services and locations set forth in the Form 471. Any modification to the products and services or the locations at which they are to be installed or provided requires Customer to file a service substitution with USAC. AT&T may suspend Service substitution activities pending approval of service substitution requests.
3. Requested Information. If requested, Customer will promptly provide AT&T with final copies of the following E-rate-related materials (including all attachments): (i) Form 471 and Bulk Upload template(s); (ii) Form 486; (iii) Form 500; (iv) Service Substitution Request; (v) Service Certification Form; and (vi) Form 472-BEAR. If the Customer issues purchase orders, Customer will clearly delineate between eligible and non-eligible Services on those orders.
4. Indemnities. Each party agrees it has and will comply with all laws and requirements applicable to the E-rate Program. In addition to any indemnification obligations set forth in the Agreement and to the extent permitted by law, each party agrees to indemnify and hold harmless the other party (its employees, officers, directors and agents, and its parents and affiliates under common control) from and against all third party, FCC or USAC claims and related loss, liability, damage, and expense (including reasonable attorney's fees) arising out of the indemnifying party's violation of the E-rate rules or breach of the terms of this Attachment.
5. Non-Appropriations. By executing the Agreement, Customer confirms that it has funds appropriated and available to pay all amounts due for E-rate supported Services through the end of its current fiscal period. Customer further agrees to request all appropriations and funding necessary to pay for the Services for each subsequent fiscal period through the end of the Agreement Term. In the event Customer is unable to obtain the necessary appropriations for the Services provided under this Attachment, Customer may terminate the Services without liability for the termination charges upon the following conditions: (i) Customer has taken all actions necessary to obtain adequate appropriations; (ii) despite Customer's best efforts funds have not been appropriated and are otherwise unavailable to pay for the Services; and (iii) Customer has negotiated in good faith a revised agreement with AT&T to develop revised services and terms to accommodate Customer's budget. Customer must provide AT&T thirty (30) days' written notice of its intent to terminate the Services. Termination of the Services for failure to obtain necessary appropriations shall be effective as of the last day for which funds were appropriated or otherwise made available. If Customer terminates the Services under this Attachment, Customer agrees as follows: (i) it will pay all amounts due for Services incurred through date of termination, and reimburse all unrecovered non-recurring charges; and (ii) it will not contract with any other provider for the same or substantially similar services or equipment for a period equal to the original Agreement term. This section 5 applies to Customer funding appropriations, and does not allow for termination if E-rate funding is denied or delayed.

CONFIDENTIAL INFORMATION

This agreement is for use by the authorized employees of the parties hereto only and is not for general distribution within or outside the companies.



E-Rate Rider

6. Customer Must Choose A or B

A.) ☒ [OPTION "A" IS AVAILABLE FOR NEW OR EXISTING SERVICES]

CUSTOMER DIRECTS AT&T TO COMMENCE OR CONTINUE SERVICES EVEN IF E-RATE FUNDING HAS NOT BEEN APPROVED BY USAC. CUSTOMER ACKNOWLEDGES ITS OBLIGATION TO PAY FOR THE SERVICE IF FUNDING IS DENIED OR DELAYED.

(i). Scope: **Customer desires that Services commence on or about July 1 unless a different date is inserted here**. AT&T will make reasonable efforts to meet the requested date, but AT&T does not commit to commence Service by the requested date. The term of the Services begins on the Start Date of Minimum Payment Period as provided in the applicable Pricing Schedule, or if there is no Pricing Schedule then as may be stated in the applicable Order document.

(ii). Funding Denial Agreement Termination: CUSTOMER ACKNOWLEDGES THAT THERE IS NO RIGHT TO TERMINATE THE SERVICES OR SERVICE COMPONENTS MADE THE BASIS OF THIS ATTACHMENT IF E-RATE FUNDING IS DELAYED OR DENIED.

B.) ☐ [OPTION "B" IS APPROPRIATE FOR NEW SERVICES]

SERVICES WILL NOT COMMENCE AND EQUIPMENT WILL NOT SHIP UNTIL AT&T RECEIVES NOTIFICATION THAT E-RATE FUNDS HAVE BEEN COMMITTED; IF E-RATE FUNDING FOR SERVICES OR EQUIPMENT IS DENIED, THE AGREEMENT WILL TERMINATE AS TO THOSE SERVICES OR EQUIPMENT UNLESS A NEW ATTACHMENT (REPLACING THIS ATTACHMENT) IS EXECUTED.

(i). Scope: Customer agrees to use best efforts to obtain funding from USAC. AT&T will not begin work related to the Services and/or equipment (including, without limitation, construction, installation or activation activities) until after AT&T receives Customer notification to proceed with the order, and verification of funding approval, and, for Internal Connections, a verification of Form 486 approval by USAC. AT&T will commence Service(s) as soon as is practical following the receipt of the appropriate documentation. The Services term begins on installation and delivery of those services, and will continue for the term stated in the Agreement.

(ii). Funding Denial Agreement Termination: if a funding request is denied by USAC, the Agreement, with respect to such Service(s) and/or equipment, will terminate sixty (60) days from the date of the FCDL in which E-rate funding is denied or on the 30th day following rejection of the final appeal of such denial, and Customer will not incur termination liability. In the event Services and/or equipment are to be provided pursuant to a multi-year arrangement (whether by contract or tariff), this termination right applies only to the first year of the multi-year agreement. This provision does not apply to Services that were initially approved for funding and subsequently deemed ineligible by USAC after commencement of Service.

(iii). IF CUSTOMER WISHES TO CHANGE ITS SELECTION AND WISHES AT&T TO COMMENCE SERVICES REGARDLESS OF FUNDING COMMITMENT FROM USAC, CUSTOMER WILL EXECUTE A NEW (REPLACEMENT) ATTACHMENT, AND AGREE TO THE TERMS SET FORTH IN "A" ABOVE.

7. AT&T Owned Equipment - General Terms and Conditions

If the Services require placing Equipment (e.g. routers, switches) on the Customer's premises (the "Premises") Customer does not wish to provide this Equipment itself, but instead requests the placement of the Equipment as part of the installation of the underlying Service. Neither the Agreement nor this Attachment includes an option to purchase the Equipment. Customer will not use the Equipment for any purpose other than receipt of the eligible Service of which it is a part.

A. Accordingly, Customer hereby:

- Grants AT&T a license to install, operate, and maintain the Equipment and any additional, supplemental or replacement equipment as AT&T may choose.
- Confirms this license includes a right of access to and within the Premises for purposes of installing, operating, maintaining, repairing and replacing the Equipment. All Equipment brought onto the premises by AT&T is the personal property of AT&T (regardless of whether such Equipment is attached or affixed to the Premises) and Customer has no

CONFIDENTIAL INFORMATION

This agreement is for use by the authorized employees of the parties hereto only and is not for general distribution within or outside the companies.



E-Rate Rider

right to, interest in, or exclusive use of that Equipment.

- Agrees to provide adequate space and electric power for the Equipment and keep the Equipment physically secure and free from liens and encumbrances. Customer bears the risk of loss or damage to the Equipment (other than ordinary wear and tear), except to the extent caused by AT&T or its agents.
- Agrees to notify AT&T of any issues related to the Equipment, including the need for maintenance or repair, and assumes responsibility for notifying any other contractors or persons with a need to know of the presence and location of the Equipment.
- Agrees to indemnify and hold AT&T harmless from any and all liability that may arise out of the presence and placement of the Equipment, except for AT&T's gross negligence.
- Grants AT&T the right, but not the obligation, to remove all or any part of the Equipment from the premises at any time after the termination of the Service.

Additionally, E-rate program rules and eligibility requirements apply, and these requirements may change from time to time.

8. Terms of Equipment Usage

Please note that there are some important Customer obligations to facilitate timely Equipment installation and service delivery. Accordingly, Customer agrees to provide the following:

A. PATH - The Customer is responsible for providing or causing the property owner to provide a path from the property line into the building. A clear underground or aerial path is required from the property line where AT&T ILEC facilities exist, to the equipment room designated to support the entrance fiber.

B. SPACE - Customer is responsible for providing appropriate floor space and a properly installed equipment rack of suitable strength and quality to properly support the intended Equipment at the Minimum Point of Entry (MPOE)/ Demarcation Point in compliance with FCC and AT&T service requirements.

The appropriate space and location will be mutually agreed following an AT&T site visit. Any Demarcation Point location which is further than the closest practicable point to the MPOE in the building will require custom work which may not be eligible for E-rate Category 1 funding, and must be paid for by the Customer.

C. ENVIRONMENTAL - Operating environment should be between +40° F and 100° F at 0% to 85% relative humidity (RH-Non-Condensing).

D. POWER - GROUND - Customer will provide:

- Permanent, dedicated, 3-prong grounded power for the Equipment being installed. Power requirements can consist of nominal -48VDC, +24/-24 VDC, 110V, 125V, 220V, etc. located within 3 feet of the AT&T Equipment. AT&T may require more than one power outlet for some Equipment types, and there are specific amperage requirements for different Equipment types.
- Relay racks/cabinets must be properly grounded by placing an exposed #6 or larger grounding wire to the building's ground source. This ground wire will be attached to the closest ground rod (earth ground) or building bus bar available and run to the Network Terminating Equipment location in the room.
- Any other site-specific customer obligations will also be provided by AT&T personnel via e-mail upon finalization of this Attachment.

9. Customer Premise Support Structure ("CPSS") - General Terms and Conditions

If the Services require placing conduit and/or other conduit pathway support structures (Facilities) on the Customer's Premises. Customer does not wish to provide these Facilities itself, but instead requests the placement of the Facilities as part of the construction and installation work of the underlying Service.

Accordingly, Customer hereby:

- Grants AT&T a license to install and operate the Facilities and any replacement Facilities as AT&T may choose.
- Confirms such license includes a right of access to and within the Premises for purposes of installing, repairing and

CONFIDENTIAL INFORMATION

This agreement is for use by the authorized employees of the parties hereto only and is not for general distribution within or outside the companies.



E-Rate Rider

replacing the Facilities. All Facilities brought onto the Premises by AT&T, once installed and functional, become Customer property.

- Confirms that once the Facilities are installed, the Customer is responsible for the cost of any installation, maintenance, repair or replacement of the Facilities.
- Assumes responsibility for notifying any other contractors or persons with a need to know of the presence and location of the Facilities.
- In addition to any early termination charges identified in the Agreement or Pricing Schedule, Customer is also liable for 100% of the cost of \$9200 for each site at which AT&T installs Facilities. All early termination charges, plus recovery of entrance facility costs, will not exceed the total amount Customer would have been required to pay for the Service if it had not terminated early.

Terms Applicable to CALNET customers with the following services:

- **Metropolitan Area Network (MAN) Ethernet (3.0):** In the event of termination of service within 24 months from the Cutover Date of Service, Customer is liable for 100% of the cost of \$9200 for each site at which AT&T installs CPSS.
- **Managed Internet Services (5.0):** If Customer cancels Service at an eligible Customer site prior to the service activation date, AT&T is not obligated to complete work on Entrance Facility Construction (EFC), and Customer agrees to compensate AT&T for all of AT&T's costs incurred through the date of cancellation associated with providing EFC, regardless of whether the construction has been completed.

10. USAC Invoicing Method

AT&T will follow invoicing requirements and accommodates either the Service Provider Invoice Form (SPI) - Form 474 – or the Billed Entity Application Reimbursement ("BEAR") - Form 472 invoice method. Customer agrees to promptly submit any AT&T or USAC Forms needed to support requests for payment for Services rendered.

- a. SPI – Customer must first receive an approved Funding Commitment Decision Letter and Form 486 Notification Letter. In addition, the Customer agrees NO LATER THAN 120 days prior to their Last Date to Invoice to notify AT&T of its SPI election, and to provide and certify to AT&T an accurate list of the applicable Billing Accounts Numbers for services per their Form 471 funding application for each Funding Request Number for which the SPI method is sought. Customer agrees that invoices are due and payable in full by their stated due date unless these requirements have been met and SPI discounts commence. Where these requirements are not met, Customer agrees to utilize the BEAR disbursement method to request their E-rate funding. See: <http://usac.org/sl/applicants/step06/default.aspx>.
- b. BEAR - Under current rules, Service Providers have no involvement in the BEAR invoice process.

11. Reimbursement of USAC

Customer agrees to promptly submit any AT&T or USAC forms needed to support Form 474 SPI requests for payment of discounted Services. If USAC (i) seeks recovery from AT&T for disbursed E-rate funds as a result of Customer's failure to comply with the E-rate rules, including Customer delays in submitting required forms or contracts; or (ii) determines that Services which it had previously been approved for discounts are not eligible resulting in a "Notice of Improperly Disbursed Funds" or other request for recovery of funds (other than as the result of AT&T's failure to comply with the E-rate rules), then AT&T will reverse any E-rate SPI discounts provided which were denied, any reimbursements demanded, and any funds returned, and Customer will (a) pay all unfunded, reimbursed, or returned amounts and (b) reimburse AT&T for any funds AT&T must return to USAC, each within ninety (90) days of notice from USAC. In addition, Customer agrees and acknowledges that a determination of ineligibility, reduction, or other non-funding by USAC does not affect the obligations set forth in the Agreement, including those obligations related to payments and early termination fees. This provision shall supersede any other provision with respect to limits on the time period in which charges may be invoiced.

CONFIDENTIAL INFORMATION

This agreement is for use by the authorized employees of the parties hereto only and is not for general distribution within or outside the companies.



E-Rate Rider

12. Contract Requirements.

FCC RULES REQUIRE THAT PRIOR TO SUBMISSION OF A FORM 471 APPLICATION FOR FUNDING THE PARTIES MUST HAVE ENTERED INTO A BINDING CONTRACT FOR THE SERVICES MADE THE SUBJECT OF THE APPLICATION. IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT STATE LAW REQUIREMENTS FOR A BINDING CONTRACT HAVE BEEN MET PRIOR TO THE SUBMISSION OF A FORM 471.

☐ IF THIS BOX IS CHECKED, THIS ATTACHMENT REPLACES THE ATTACHMENT BETWEEN THE PARTIES DATED
<Date of Original Attachment>.

SO AGREED by the Parties' respective authorized signatories:

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

CONFIDENTIAL INFORMATION

*This agreement is for use by the authorized employees of the parties hereto only
and is not for general distribution within or outside the companies.*

LEASE AGREEMENT

This Agreement, dated July 1, 2021, is between the LAGUNITAS SCHOOL DISTRICT ("District") and the West Marin Montessori Preschool ("Preschool").

RECITALS

- A. The District is the owner of real property situated at One Lagunitas School Road (PO Box 308) San Geronimo, CA
- B. Preschool is a non-profit corporation that provides tuition-funded educational, programs for preschool aged children.

In consideration of the terms and conditions set forth below, and in accordance with the Civic Center Act (Education Code sections 38130 et. seq.), the parties agree as follows:

1. Term/Premises: Upon approval of this Agreement by the parties for a period of two (2) years contingent upon a satisfactory review by the lessor beginning July 1, 2021, Preschool may use **Room 1** on the San Geronimo School Campus, the adjacent bathroom and storage space and approximately 600 square feet of space to be used for a playground ("Premises") for the purpose of operating its programs and activities in accordance with the terms of this Agreement. Such review will include: care and cleaning of facilities, determination of Preschool Playground space, adherence to all sections of the *Proposal* that was approved by the Lagunitas School District Board of Trustees on July 1, 2018 unless specifically abridged by this Lease Agreement, attached hereto. The term of the Agreement may be renewed with the consent of both parties.
2. Common Areas: Preschool staff and families shall have reasonable access to pathways, parking lot and student drop off areas and will cooperate with District in the use and supervision of such areas.
3. Utilities: The cost of utilities will be included in the cost of rental.
4. Preschool's Use of Premises:
 - a. Preschool shall not permit anyone to possess or consume alcohol, smoke tobacco products or use illegal drugs on the Premises.
 - b. The leased property, shall be used by Lessee solely for educational and child care purposes.
 - c. Preschool shall not sublet or otherwise allow use of premises without written permission of the District.
5. District's Use of Premises: District reserves the right to enter the Premises from time-to-time during school hours to inspect the Premises and provide maintenance services and conduct other school business deemed necessary by the District. The District will make every effort not to disrupt the normal functioning of the Preschool program.
6. Criminal Background Review: All employees of Preschool shall pass the same security screening required of classified employees by the Lagunitas School District. Preschool shall be responsible for the cost of such screening.

7. Supervision: Preschool at all times shall provide a sufficient number of employees to supervise programs and activities in a safe manner. Any program or activity to be conducted on the Premises during instructional days that is provided by anyone other than an employee of the Preschool shall at all times be supervised directly by an employee of the Preschool.
8. Rental Amount: Commencing on July 1, through the end of the Term, Preschool shall pay the District \$14,000 per fiscal year. Payment shall be made in 10 monthly installments of \$1,400 to be paid by the 15th of each month from September through June. In the event that this agreement is terminated or not renewed, Preschool will be responsible for only the pro-rata share of the annual rental amount based on the actual number of days that the program had been in operation.
9. Janitorial Service: Preschool shall be solely responsible for all regular janitorial services delivered to the Premises including, but not limited to, the provision of supplies (e.g., paper goods, light bulbs etc.). Preschool shall at all times keep the Premises clean and in good order.
10. Maintenance: District shall provide maintenance of Premises including plumbing, heating, ventilation, electrical, roof and immediate grounds. District will invoice Preschool for repairs that result directly from Preschool activities or accidents.
11. Alterations, Additions, and Improvements: Preschool shall not make alterations, additions, or improvements to the Premises without obtaining the advance, written consent of District. Any alterations, additions, or improvements shall be made at Preschool's expense and shall remain on and be surrendered with the Premises at the termination of this Agreement, unless otherwise agreed by District. Any person entering the Preschool to provide services on campus (e.g. construction, maintenance, janitorial) shall be subject to applicable laws and District rules and regulations regarding fingerprints, safety and security.
12. Waste/Compliance with Law: Preschool shall not commit waste on the Premises, nor maintain, commit, or permit the maintenance or commission of a nuisance thereon, or use the Premises for an unlawful purpose. Preschool shall comply with all applicable laws and regulations including, but not limited to, those pertaining to occupancy and use of the Premises, operation of Preschool programs and activities, and non-discrimination. Preschool shall not use the Premises or permit anything to be done, which will create a hazardous condition, in or about the Premises. Preschool shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force, including the requirements of any board of fire insurance underwriters or other similar bodies now or hereafter constituted, relating to, or affecting the condition, use or occupancy of the Premises, excluding structural changes not related to or affected by Preschool's improvements or acts. The judgment of any court of competent jurisdiction or the admission of Preschool in any action against Preschool, whether District is a party thereto or not, that Preschool has violated any law, statute, ordinance or governmental rule, regulation or requirement, shall be conclusive of that fact as between the District and Preschool.
13. Surrender of Premises: Upon termination of this Agreement, Preschool shall return the Premises to District in as good condition as on the commencement date of the term, normal wear and tear excepted. In the event that District terminates or elects not to renew this

agreement, Preschool will vacate the Premises as soon as possible and within 60 days of notice.

14. Insurance Preschool: With respect to this Agreement, Preschool shall maintain insurance as described below:

- a. Workers' compensation insurance with limits of \$1,000,000.00 or more with an insurance carrier satisfactory to the District in accordance with the "Workers' Compensation Insurance and Safety Act" originally approved May 26, 2013, and all amendments and supplements thereto. Said policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District. In the event Preschool is self-insured, it shall furnish a certificate of permission to self-insure, signed by the Department of Industrial Relations Administration of Self-insurance, Sacramento, California."
- b. Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$2,000,000.00 combined single limit for each occurrence. Said insurance shall include, but not be limited to: Premises and operations liability, independent contractor's liability, and personal injury liability.
- c. Each said comprehensive or commercial general liability insurance policy shall be endorsed with the following specific language:
 - (1) District, its officers and employees are named as additional insured for all liability arising out of the operations by or on behalf of the name insured in the performance of this Agreement.
 - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
 - (3) The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss, except for the sole negligence of District.
 - (4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.
- d. Documentation: The following documentation shall be submitted to District:
 - (1) Properly executed Certificate of insurance clearly evidencing all coverage, limits, and endorsements required above. Said certificates shall be submitted prior to the execution of this Agreement.
 - (2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

(3) Upon District's written request, certified copies of insurance policies. Said policy copies shall be submitted within thirty (30) days of District's request.

e. Policy Obligations: Preschool's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

f. Material Breach: If Preschool, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of Agreement.

15. Hold Harmless: To the fullest extent permitted by law Preschool shall hold harmless, defend and indemnify District, its governing board, officers, agents and employees, from and against any liability, claim, action, cost, damage or loss, including reasonable costs and attorneys' fees, for injury, including death, to any person or damage to any property arising out of the activities of Preschool or Preschool's invitees or guests in or about the Premises, whether or not there is concurrent passive or active negligence on the part of District, but excluding liability due to the sole negligence or willful misconduct of District. This obligation shall continue beyond the term of this Agreement as to any or omission that occurred during or under this Agreement. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to Preschool or its employees or agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

16. Independent: Status. Preschool shall not represent itself or its programs or activities as a District program or activity. Nothing in this Agreement shall be construed as creating an employment or agency relationship between the District and Preschool or Preschool's employees and agents.

17. Miscellaneous:

a. Assignment: This Agreement shall not be assigned by Preschool or by operation of law without the advance written consent of District. Any attempt to so assign the Agreement without consent shall be null and void.

b. Notice: As used in this Agreement, notice includes but is not limited to the communication of notice, request, demand, approval, statement, report, acceptance, consent, waiver and appointment. All notices must be in writing. Notice is considered given either (a) when delivered in person to the recipient named below, or (b) when deposited in the United States or Campus mail in a sealed envelope or container, postage and charges paid if required addressed as follows:

Superintendent, Lagunitas School District
PO Box 308
San Geronimo, CA 94963

Director, West Marin Montessori Preschool
PO Box 54
San Geronimo, CA 94963

- c. Successors in Interest: The provisions and conditions of this Agreement shall extend to and bind the assignees or transferees, as permitted, under this Agreement and shall bind any successors in interest of the parties hereto.
- d. Property Taxes: Preschool is aware of the terms of Revenue and Taxation Code Section 107.6 (possessory interest tax). Pursuant to this Section, should this Agreement create a possessory interest as defined in Revenue and Taxation Code Section 107 and/or 107.4, such property interest may be subject to property taxation if created and Preschool may be subject to the payment of property taxes on such interest.
- e. Attorney's Fees: If any party brings an action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.
- f. Entire Agreement: This Agreement contains the entire agreement between the parties. The terms and conditions of this Agreement may be modified only by written agreement signed by the parties.
- g. Governing Law: This Agreement shall be governed and interpreted under the laws of the State of California and should any term, condition or provision be deemed to be invalid or unenforceable, the remaining terms and conditions shall be remaining in full force and effect.
- h. Corporate Authority: The signatories hereto certify as to their authority to execute this Agreement as provided by their respective entities.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Lagunitas School District

West Marin Montessori Preschool

BY:

BY:

Laura Shain
Superintendent/Principal
Lagunitas School District

Alyssa Gleason
Director
West Marin Montessori Preschool

LEASE AGREEMENT

This Agreement, dated July 1, 2023, is between the LAGUNITAS SCHOOL DISTRICT ("District") and the West Marin Montessori Preschool ("Preschool").

RECITALS

- A. The District is the owner of real property situated at One Lagunitas School Road (PO Box 308) San Geronimo, CA
- B. Preschool is a non-profit corporation that provides tuition-funded educational, programs for preschool aged children.

In consideration of the terms and conditions set forth below, and in accordance with the Civic Center Act (Education Code sections 38130 et. seq.), the parties agree as follows:

1. Term/Premises: Upon approval of this Agreement by the parties for a period of two (2) years contingent upon a satisfactory review by the lessor beginning July 1, 2023, Preschool may use **Room 1** on the San Geronimo School Campus, the adjacent bathroom and storage space and approximately 600 square feet of space to be used for a playground ("Premises") for the purpose of operating its programs and activities in accordance with the terms of this Agreement. Such review will include: care and cleaning of facilities, determination of Preschool Playground space, adherence to all sections of the *Proposal* that was approved by the Lagunitas School District Board of Trustees on July 1, 2018 unless specifically abridged by this Lease Agreement, attached hereto. The term of the Agreement may be renewed with the consent of both parties.
2. Common Areas: Preschool staff and families shall have reasonable access to pathways, parking lot and student drop off areas and will cooperate with District in the use and supervision of such areas.
3. Utilities: The cost of utilities will be included in the cost of rental.
4. Preschool's Use of Premises:
 - a. Preschool shall not permit anyone to possess or consume alcohol, smoke tobacco products or use illegal drugs on the Premises.
 - b. The leased property, shall be used by Lessee solely for educational and child care purposes.
 - c. Preschool shall not sublet or otherwise allow use of premises without written permission of the District.
5. District's Use of Premises: District reserves the right to enter the Premises from time-to-time during school hours to inspect the Premises and provide maintenance services and conduct other school business deemed necessary by the District. The District will make every effort not to disrupt the normal functioning of the Preschool program.
6. Criminal Background Review: All employees of Preschool shall pass the same security screening required of classified employees by the Lagunitas School District. Preschool shall be responsible for the cost of such screening.

7. Supervision: Preschool at all times shall provide a sufficient number of employees to supervise programs and activities in a safe manner. Any program or activity to be conducted on the Premises during instructional days that is provided by anyone other than an employee of the Preschool shall at all times be supervised directly by an employee of the Preschool.
8. Rental Amount: Commencing on July 1, through the end of the Term, Preschool shall pay the District \$14,000 per fiscal year. Payment shall be made in 10 monthly installments of \$1,400 to be paid by the 15th of each month from September through June. In the event that this agreement is terminated or not renewed, Preschool will be responsible for only the pro-rata share of the annual rental amount based on the actual number of days that the program had been in operation.
9. Janitorial Service: Preschool shall be solely responsible for all regular janitorial services delivered to the Premises including, but not limited to, the provision of supplies (e.g., paper goods, light bulbs etc.). Preschool shall at all times keep the Premises clean and in good order.
10. Maintenance: District shall provide maintenance of Premises including plumbing, heating, ventilation, electrical, roof and immediate grounds. District will invoice Preschool for repairs that result directly from Preschool activities or accidents.
11. Alterations, Additions, and Improvements: Preschool shall not make alterations, additions, or improvements to the Premises without obtaining the advance, written consent of District. Any alterations, additions, or improvements shall be made at Preschool's expense and shall remain on and be surrendered with the Premises at the termination of this Agreement, unless otherwise agreed by District. Any person entering the Preschool to provide services on campus (e.g. construction, maintenance, janitorial) shall be subject to applicable laws and District rules and regulations regarding fingerprints, safety and security.
12. Waste/Compliance with Law: Preschool shall not commit waste on the Premises, nor maintain, commit, or permit the maintenance or commission of a nuisance thereon, or use the Premises for an unlawful purpose. Preschool shall comply with all applicable laws and regulations including, but not limited to, those pertaining to occupancy and use of the Premises, operation of Preschool programs and activities, and non-discrimination. Preschool shall not use the Premises or permit anything to be done, which will create a hazardous condition, in or about the Premises. Preschool shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force, including the requirements of any board of fire insurance underwriters or other similar bodies now or hereafter constituted, relating to, or affecting the condition, use or occupancy of the Premises, excluding structural changes not related to or affected by Preschool's improvements or acts. The judgment of any court of competent jurisdiction or the admission of Preschool in any action against Preschool, whether District is a party thereto or not, that Preschool has violated any law, statute, ordinance or governmental rule, regulation or requirement, shall be conclusive of that fact as between the District and Preschool.
13. Surrender of Premises: Upon termination of this Agreement, Preschool shall return the Premises to District in as good condition as on the commencement date of the term, normal wear and tear excepted. In the event that District terminates or elects not to renew this

agreement, Preschool will vacate the Premises as soon as possible and within 60 days of notice.

14. Insurance Preschool: With respect to this Agreement, Preschool shall maintain insurance as described below:

- a. Workers' compensation insurance with limits of \$1,000,000.00 or more with an insurance carrier satisfactory to the District in accordance with the "Workers' Compensation Insurance and Safety Act" originally approved May 26, 2013, and all amendments and supplements thereto. Said policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District. In the event Preschool is self-insured, it shall furnish a certificate of permission to self-insure, signed by the Department of Industrial Relations Administration of Self-insurance, Sacramento, California."
- b. Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$2,000,000.00 combined single limit for each occurrence. Said insurance shall include, but not be limited to: Premises and operations liability, independent contractor's liability, and personal injury liability.
- c. Each said comprehensive or commercial general liability insurance policy shall be endorsed with the following specific language:
 - (1) District, its officers and employees are named as additional insured for all liability arising out of the operations by or on behalf of the name insured in the performance of this Agreement.
 - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
 - (3) The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss, except for the sole negligence of District.
 - (4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.
- d. Documentation: The following documentation shall be submitted to District:
 - (1) Properly executed Certificate of insurance clearly evidencing all coverage, limits, and endorsements required above. Said certificates shall be submitted prior to the execution of this Agreement.
 - (2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

(3) Upon District's written request, certified copies of insurance policies. Said policy copies shall be submitted within thirty (30) days of District's request.

e. Policy Obligations: Preschool's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

f. Material Breach: If Preschool, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of Agreement.

15. Hold Harmless: To the fullest extent permitted by law Preschool shall hold harmless, defend and indemnify District, its governing board, officers, agents and employees, from and against any liability, claim, action, cost, damage or loss, including reasonable costs and attorneys' fees, for injury, including death, to any person or damage to any property arising out of the activities of Preschool or Preschool's invitees or guests in or about the Premises, whether or not there is concurrent passive or active negligence on the part of District, but excluding liability due to the sole negligence or willful misconduct of District. This obligation shall continue beyond the term of this Agreement as to any or omission that occurred during or under this Agreement. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to Preschool or its employees or agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

16. Independent: Status. Preschool shall not represent itself or its programs or activities as a District program or activity. Nothing in this Agreement shall be construed as creating an employment or agency relationship between the District and Preschool or Preschool's employees and agents.

17. Miscellaneous:

a. Assignment: This Agreement shall not be assigned by Preschool or by operation of law without the advance written consent of District. Any attempt to so assign the Agreement without consent shall be null and void.

b. Notice: As used in this Agreement, notice includes but is not limited to the communication of notice, request, demand, approval, statement, report, acceptance, consent, waiver and appointment. All notices must be in writing. Notice is considered given either (a) when delivered in person to the recipient named below, or (b) when deposited in the United States or Campus mail in a sealed envelope or container, postage and charges paid if required addressed as follows:

Superintendent, Lagunitas School District
PO Box 308
San Geronimo, CA 94963

Director, West Marin Montessori Preschool
PO Box 54
San Geronimo, CA 94963

- c. Successors in Interest: The provisions and conditions of this Agreement shall extend to and bind the assignees or transferees, as permitted, under this Agreement and shall bind any successors in interest of the parties hereto.
- d. Property Taxes: Preschool is aware of the terms of Revenue and Taxation Code Section 107.6 (possessory interest tax). Pursuant to this Section, should this Agreement create a possessory interest as defined in Revenue and Taxation Code Section 107 and/or 107.4, such property interest may be subject to property taxation if created and Preschool may be subject to the payment of property taxes on such interest.
- e. Attorney's Fees: If any party brings an action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.
- f. Entire Agreement: This Agreement contains the entire agreement between the parties. The terms and conditions of this Agreement may be modified only by written agreement signed by the parties.
- g. Governing Law: This Agreement shall be governed and interpreted under the laws of the State of California and should any term, condition or provision be deemed to be invalid or unenforceable, the remaining terms and conditions shall be remaining in full force and effect.
- h. Corporate Authority: The signatories hereto certify as to their authority to execute this Agreement as provided by their respective entities.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Lagunitas School District

West Marin Montessori Preschool

BY:

BY:

Laura Shain
Superintendent/Principal
Lagunitas School District

Alyssa Gleason
Director
West Marin Montessori Preschool



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

This **AGREEMENT** is by and between the Lagunitas School District (hereinafter referred to as the "District") and the Marin County Superintendent of Schools (hereafter referred to as "Superintendent").

Background

Due to the vacancy of the District Chief Financial Official (CFO), the District has requested support from the Superintendent for business services.

The parties agree as follows:

1. Services

- Superintendent shall provide the District with business services. Services will include:
- Supervision of payroll operations
- Supervision of accounts payable and receivable operations including approval of all vendor payments
- Posting and reconciling cash
- Monitoring budget and updating as necessary and appropriate
- Preparation of budget adoption, budget revisions and statutory budget reports
- Preparation of LCAP budget and annual update
- Federal Cash Management reporting
- Federal stimulus grant reporting
- Preparation of the Consolidated Apportionment and associated reports
- Monitoring CALPADS and Student Attendance reporting
- Working with the District's independent auditors on the annual financial audit
- Attending board meetings as required
- Providing support for negotiations
- Other business related services as necessary

2. Employment

Superintendent's staff providing business services under the terms of this MOU shall remain employees of the Superintendent and shall not be considered employees of the District for any purpose.

3. Term

The term of this agreement will begin May 1, 2022 and continue through June 30, 2022.

4. Payment

The District shall reimburse Superintendent for business services based upon actual costs of staff salaries and benefits, plus the current Marin County Office of Education approved indirect cost of 12.91% not to exceed \$17,350.

5. Governing Law

This Agreement is made and entered into in the County of Marin, State of California.

6. Hold Harmless

The County Superintendent shall indemnify, hold harmless, and defend the District, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorney's fees, arising out of or resulting from the Superintendent's sole negligence in performance of this agreement.

The District shall indemnify, hold harmless, and defend the County Superintendent, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the District's sole negligence in the performance of this agreement.

7. Termination

This agreement may be terminated by either party with 30 days' notice.

Marin County Superintendent of Schools:

MARY JANE BURKE
Marin County Superintendent of Schools

Date

Lagunitas School District:

Lagunitas School District Board of Trustees

Date



MARIN COUNTY

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

This **AGREEMENT** is by and between the Lagunitas School District (hereinafter referred to as the "District") and the Marin County Superintendent of Schools (hereafter referred to as "Superintendent").

Background

Due to the vacancy of the District Chief Financial Official (CFO), the District has requested support from the Superintendent for business services.

The parties agree as follows:

1. Services

- Superintendent shall provide the District with business services. Services will include:
- Supervision of payroll operations
- Supervision of accounts payable and receivable operations including approval of all vendor payments
- Posting and reconciling cash
- Monitoring budget and updating as necessary and appropriate
- Preparation of budget adoption, budget revisions and statutory budget reports
- Preparation of LCAP budget and annual update
- Federal Cash Management reporting
- Federal stimulus grant reporting
- Preparation of the Consolidated Apportionment and associated reports
- Monitoring CALPADS and Student Attendance reporting
- Working with the District's independent auditors on the annual financial audit
- Attending board meetings as required
- Providing support for negotiations
- Other business related services as necessary

2. Employment

Superintendent's staff providing business services under the terms of this MOU shall remain an employee of the Superintendent and shall not be considered an employee of the District for any purpose.

3. Term

The term of this agreement will begin July 1, 2022 and continue through March 31, 2023.

4. Payment

The District shall reimburse Superintendent for business services based upon actual costs of staff salaries and benefits, plus the current Marin County Office of Education approved indirect cost of 12.85% not to exceed \$40,000.

5. Governing Law

This Agreement is made and entered into in the County of Marin, State of California.

6. Hold Harmless

The County Superintendent shall indemnify, hold harmless, and defend the District, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorney's fees, arising out of or resulting from the Superintendent's sole negligence in performance of this agreement.

The District shall indemnify, hold harmless, and defend the County Superintendent, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the District's sole negligence in the performance of this agreement.

7. Termination

This agreement may be terminated by either party with 30 days' notice.

Marin County Superintendent of Schools:

MARY JANE BURKE
Marin County Superintendent of Schools

Date

Lagunitas School District:

Lagunitas School District Board of Trustees

Date

Laura Shain, Superintendent/Principal
Lagunitas School District Board of Trustees
1 Lagunitas School Road
San Geronimo, CA 94963

February 6, 2023

Dear Laura and Board Trustees,

It is with considerable nostalgia and fondness that I tender this letter of resignation after a great nine-year run with the Lagunitas District. I also worked here for a few years in the early 90s and graduated three students from the Middle School. This is home and always will be.

However, with new financial pressure due to sudden cost of living increases, I have decided to accept a position with Sun Valley Elementary School as their Office Coordinator. I value the experience I have had here that has made this advancement possible.

I will of course work closely with administration and office staff to make the transition as smooth as possible. My effective resignation date is Friday, February 24, 2023.

With warm regard,

A handwritten signature in black ink, reading "Beth Wolf". The signature is fluid and cursive, with the first name "Beth" and last name "Wolf" clearly distinguishable.

Beth Wolf, Secretary
Lagunitas Montessori and Middle School

Future Plans

Pauline Hope <phope@lagunitas.org>

Mon, Feb 13, 2023 at 12:14 PM

To: Laura Shain <lshain@lagunitas.org>, Denise Bohman <dbohman@lagunitas.org>, Stephen Rebscher <srebscher@lagunitas.org>, Richard Sloan <r.sloan@comcast.net>, Aaron Michelson <asmichelson@gmail.com>, Liz Wickersham <lwickersham@lagunitas.org>

Dear Lagunitas School Board Directors and Administration,

I am aware of all the changes in the Montessori program and the hiring needs, so I want to let you know that this will be my final year

of employment in the Lagunitas School District. This is my resignation from the Transitional Kindergarten, Kindergarten and First Grade Montessori Teaching position.

It has been a pleasure to serve students and families. I am very proud of my service and have great memories with our school community.

I'm excited to continue teaching this year and make it the best for the wonderful children of my class!

They have grown leaps and bounds and will continue to thrive and it is a joy to watch it in action.

My future plans are to focus on family. Wishing you all the best!

Sincerely,
Pauline Hope

LAGUNITAS SCHOOL DISTRICT

Comprehensive School Safety Plan

2022-2023



Lagunitas Montessori Program
Lagunitas Open Classroom Program
Lagunitas Middle School Program

Plan approved by Lagunitas School Board of
Trustees on February 16, 2023

This document is available for public inspection during business hours at Lagunitas School District.

NOTE: Tactical information is excluded from the public inspection document. A "Public Inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet.

LAGUNITAS SCHOOL DISTRICT

PO Box 308
One Lagunitas School Road
San Geronimo, CA 94963

phone: (415) 488-4118
fax: (415) 488-9617

School Site Council

The members of Lagunitas School District's School Site Council verify that the requirements of California Education Code 32280-32289 have been met in the development of the following Comprehensive School Safety Plan.

School Site Council Members for 2022-2023 include:

Laura Shain, Assistant Superintendent / Principal
Anita Collison, Teacher
Alex Cusick, Teacher
Jenelle Ferhart, Parent and Teacher
Tracy Signor, Parent and Classified Employee
Alison Double, Classified Employee
Ryan Troy, Parent
Laura Pucci, Parent

LAGUNITAS SCHOOL DISTRICT Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a

sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

DISTRICT POLICIES

The public can view the Lagunitas School District's Board Policies and Administrative Regulations on the district website at www.lagunitas.org.

LAGUNITAS SCHOOL DISTRICT Mission Statement

We are a community committed to continuous improvement in our educational effectiveness, aimed at fulfilling the needs of each individual student. We strive for quality, balancing academic excellence, social awareness, civic responsibility, and self-esteem. We provide a safe and attractive learning environment where all participants benefit. We value parental choice and involvement, collaborating with staff, students, and Board. We seek to ensure that programs continue to be responsive, operations become ever more efficient, and educational opportunity continues to be optimized.

TABLE of CONTENTS

I.	Law Enforcement Contact	4
II.	Assessment of Current Status of School Crime On and Off Campus	4
	a. Crime Reporting (<i>EC 32282(a)</i>)	
	b. Strategies and Programs Providing/Maintaining School Safety	
III.	Child Abuse Reporting Procedures.	5
IV.	Disaster Response Procedures	9
	a. Disaster Plan and Emergency Numbers	
	b. General Emergency Actions	
	c. Earthquake Emergency Procedures	
	d. Drop and Drill Training Procedures	
	e. San Geronimo Valley Community Center Disaster Procedures	
V.	Suspension and Expulsion Procedures	20
VI.	Procedures for Notifying Teachers about Dangerous Pupils	23
VII.	Discrimination, Harassment, Intimidation and Bullying Procedures	23
VIII.	School-wide Dress Code	26
IX.	Safe Ingress and Egress	26
X.	Safe and Orderly Environment	27
XI.	Rules and Procedures on School Discipline	30
XII.	Crisis Response Plan	30
XIII.	HAZMAT Procedures	32
XIV.	Annual Evaluation and Verification Timeline	32
XV.	Appendix	33

I. Law Enforcement Contact

School Resource Officer (SRO) Braeden Ross of the Marin County Sheriff's Office represents local law enforcement in the development of our Comprehensive School Safety Plan.

II. Assessment of Current Status of School Crime On and Off Campus

- a. **Crime Reporting (EC 32282.(a))** – Incidents of crime are dealt with efficiently. The Marin County Sheriff Department is contacted as necessary. (Board Policy 0450)

There was one incident (break in through gym door) of a reported crime over a twelve-month period of time (January – December 2022).

- b. **Strategies and Programs Providing/Maintaining School Safety** – The Lagunitas School District has three distinctive student programs (Montessori, Open, and Middle School).

Our goal is to ensure students physical and emotional safety by maintaining a positive school culture. Our teachers and staff are supportive and recognize the need to have a positive and effective way to deal with discipline as it relates to drug education, internet safety, harassment, and bullying.

School Solution Coaches have been trained by *No Bully* how to bring together teams of students, including those acting as bullies, bystanders, and positive role models, without using punishment to help solve the bullying. For school year 2022– 2023 our trained Solution Coaches® are: Laura Shain, Principal; Anita Collison, Teacher.

In addition, it is our desire to maintain safe, clean, and inviting campuses for all. We do recognize that cleanliness is an integral part of the emotional and physical health of our students and staff. It is our desire to increase student pride and ownership on our campus. We are committed to improving the physical surroundings and safety for all campuses.

III. Police Interrogation of Youth on Campus

Police or any representative of a governmental agency investigating a report of child abuse or neglect that occurred in the child's home or out-of-home care facility may interview the suspected child victim on campus during school hours. Parental consent or notification is not required. The child has the right to have the interview conducted in private or to have a school staff member present during the interview.

Police may interrogate a youth on campus about criminal activity without parental/guardian consent or notification. No notification to the parents is required even after the minor has been questioned.

(From the Youth Law Center Fact Sheet)

IV. Child Abuse Reporting Procedures

District employees are mandated reporters and must report known or suspected instances of child abuse and neglect in accordance with state law and District regulations. Employees will cooperate with child protective agencies responsible for reporting, investigating, and prosecuting cases of child abuse. California *Education Code 32282 (2)(A)* Child Abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.

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:
 - a. A mutual affray between minors (Penal Code 11165.6).
 - b. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/him employment (Penal Code 11165.6).
 - c. An injury resulting from the exercise by a teacher, vice 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 49001)
 - d. 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)
 - e. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntary 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; administration officers or supervisors of child attendance; administrators and employees of 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 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)

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)

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 legislation. At the mandated reporter's request, the principal may assist in completing and filling 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)

For Mandated Reporters

- If you are a mandated reporter, first please call (415) 473-7153 to initiate your report.
- Second, please download Suspect Child Abuse Report Form and fill out.
- The written report (now available as a fillable PDF) must be on the State of California's "Suspected Child Abuse Report" form. This form can be found on the County of Marin Department of Health and Human Services website at:
www.marinhhs.org/sites/default/files/files/servicepages/2013_08/ss_8572.pdf
- Last, please fax reports to (415) 473-3279.
- Intake staff are available 24 hours a day, 7 days a week.

Training

Training of mandated reporters shall include child abuse and neglect identification mandated reporting. (Penal Code 11165.7) Policies are reviewed at the beginning of each school year.

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-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. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

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, employee 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)

The Superintendent or designee shall 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 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)

Lagunitas School District staff utilizes an online training program to train staff on the laws, policies, and procedures required of school employees as mandated reporters. School administrators are also available to assist staff in the process of making a report of Suspected Child Abuse or Neglect.

V. Disaster Response Procedures

a. Disaster Plan and Emergency Numbers

Lagunitas School District – Board Policy 3516 & Administration Regulation 4112

All public employees are disaster service workers. As such, before beginning employment with the District, employees must take the oath or affirmation required by law. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all District employees are subject to disaster service activities as assigned to them by their supervisors. (Government Code 3100-3102)

Government Code – 3100

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law. (Amended by Stats. 1971, Ch. 38.)

School Board Policy 3516 (Emergencies and Disaster Preparedness Plan)

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 40041.5)

The Board recognizes the difficulties in communications and rural nature of the District, and establishes procedures in this Board Policy for the dismissal of students in the event of a disaster or other emergency requiring the evacuation of students.

Governing Board for 2022-2023

Richard Sloan, President
 Aaron Michelson, Clerk
 Denise Bohman, Member
 Steve Rebscher, Member
 James Sanders, Member

KEY DISTRICT EMERGENCY NUMBERS

Office/Department

Phone

Superintendent/Principal – Laura Shain	
CBO/Facilities Manager - TBD	
Technology - Mark Tong	
Direct Line to District Office	415-488-9437
San Geronimo Valley Community Center	415-488-8888

EMERGENCY <i>*note: from school phone dial 9 – then 911</i>		911
LAW ENFORCEMENT		Phone
Marin County Sheriff's Office		415-479-2311
School Resource Officer (SRO) – Braeden Ross		415-479-2311
SRO's email address: b_ross@marinsheriff.org		
FIRE		Phone
County of Marin Fire Department, Woodacre Fire Station		415-473-6717
HOSPITALS		Phone
Marin General Hospital	250 Bon Air Rd, Greenbrae	415-925-7000
Kaiser Permanente	99 Montecillo Rd, San Rafael	415-444-2000
Novato Community Hospital	180 Rowland Way, Novato	415-897-3111
OTHER SERVICES		
Marin County Animal Control Program		415-883-4621
Poison Control		800-222-1222
Marin County Environmental Health Services		415-473-6907
Marin County Health and Human Services		415-473-3696
Marin County Office of Education		415-472-4110
Marin County Sheriff's Office of Emergency Services		415-473-6584
PG&E		800-743-4112
North Marin Water District		415-897-4133

**ONLY THE SUPERINTENDENT OR HIS/HER DESIGNEE HAS THE
 AUTHORITY TO CLOSE A SCHOOL IN AN EMERGENCY SITUATION.**

LAGUNITAS SCHOOL DISTRICT

**INCIDENT COMMAND
ORGANIZATION**

Site-Based / Short Duration
(Less than 3 days)

2022 - 2023

**INCIDENT COMMANDER
Laura Shain**

**PUBLIC INFORMATION
OFFICER
Laura Shain**

**SAFETY OFFICER
CBO and Laura Shain**

**AGENCY LIAISON
Liz Wickersham**

**OPERATIONS
Laura Shain**

**PLANNING
Liz Wickersham**

**LOGISTICS
CBO and
Laura Shain**

**FINANCE/ADMIN
Nancy Gilboy**

**SEARCH AND
RESCUE**
Alex Cusick
Tony Guerrero
Anita Collison

**SECURITY /
TRAFFIC**
Alison Double
Tracy Signor

FIRST AID
Katherine Sanford
Jenelle Ferhart

**EVACUATION /
SHELTER AND
CARE**
Nancy Gilboy
Anita Collison

**STUDENT
RELEASE**
Beth Wolf
Liz Wickersham

**CRISIS
INTERVENTION**
Alyssa Paris
Alison Double

SITUATION
Liz Wickersham

DOCUMENTATION
Liz Wickersham

RESOURCES
Arielle Ikeda

DEMOBILIZATION
CBO and
Laura Shain

**FOOD /
SUPPLIES**
Alejandro Alvarado

TRANSPORTATION
CBO and
Laura Shain

FACILITIES
CBO
Dublas Lopez
Dave Cort

**COMMUNICATIONS
/ TECHNOLOGY**
CBO
Mark Tong

TIME
CBO and
Nancy Gilboy

PROCUREMENT
CBO and
Nancy Gilboy

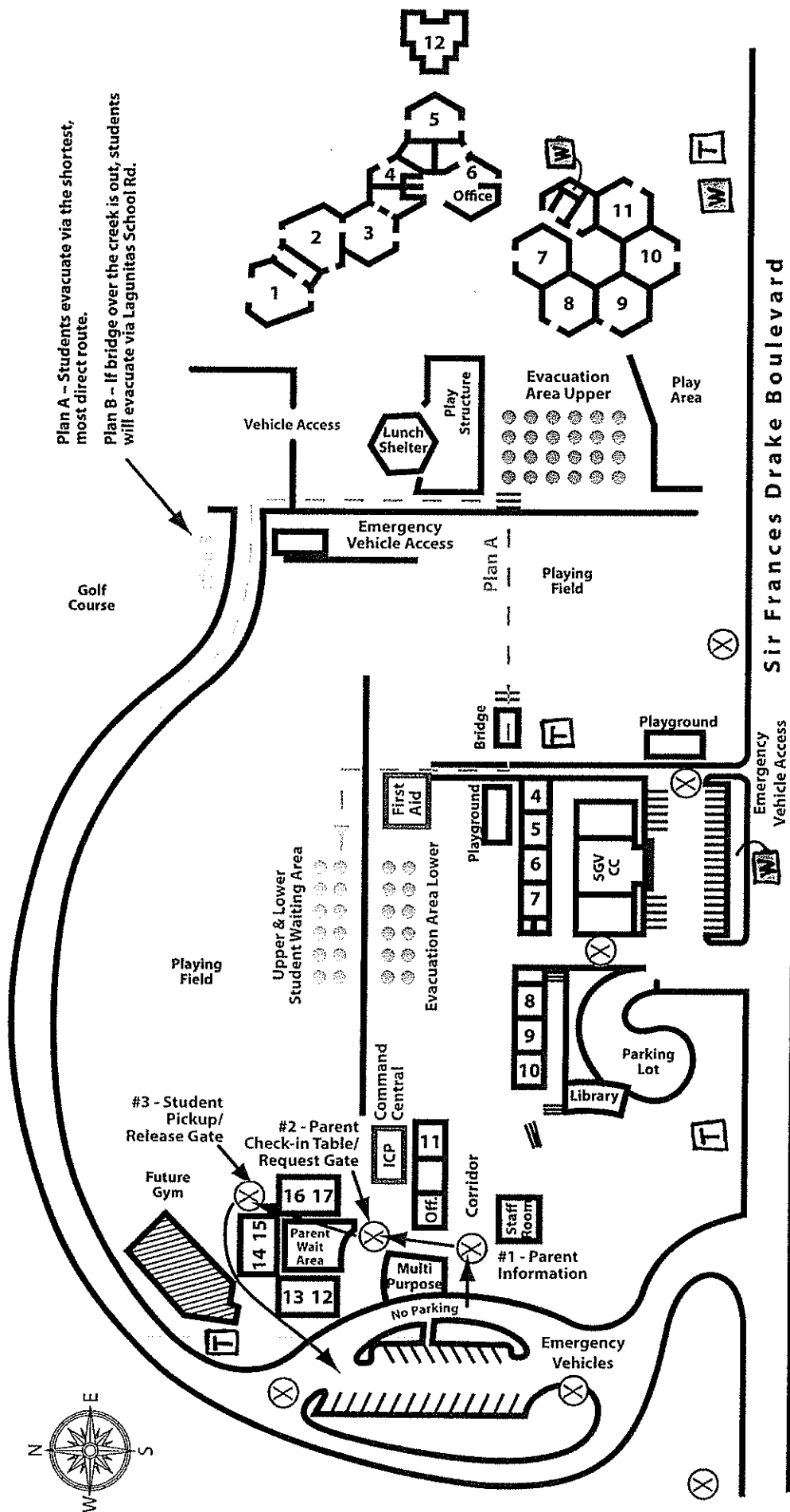
COST
CBO and
Nancy Gilboy

**COMPENSATION
AND CLAIMS**
CBO and
Nancy Gilboy

STUDENT SUPERVISION

LAGUNITAS CAMPUS: Pauline Hope; Alex Perry, Alex Cusick; Allie Evans; Tony Guerrero; Andrew Elson; Katherine Sanford; Jenelle Ferhart; Jon Moyer; Tracy Signor; Amy Nestler; Buck Chavez; plus all unassigned adults on campus.

SAN GERONIMO CAMPUS: Marlene Maiello; Larry Nigro; Jason Coale; Anita Collison; Gabi Friedrich; Kristy Arroyo; Arielle Ikeda; plus all unassigned adults on campus.



KEY

T = propane tanks (4)

W = water shut-off valves (3)

b. General Emergency Actions

Emergency Actions are a set of simple directives and alert level procedures that may be implemented across a number of emergency situations. When an emergency occurs, it is critical that staff members take immediate steps to protect themselves and others. With Emergency Actions in place, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. The Incident Commander will decide which Emergency Actions to implement, based on the situation.

The most common immediate emergency actions below are listed below. Staff members must become familiar with each emergency action and be prepared to perform assigned responsibilities. All students must be taught what to do when any of the common emergency actions are implemented.

Type	Definition
STATUS	ALL CLEAR communicates to students and staff that the emergency is over and normal school operations can resume.
	EMERGENCY DAMAGE ASSESSMENT is the inspection process used immediately following an emergency (typically will students and staff are under an EVACUATION order) to determine if it is safe to resume occupancy of school facilities. An EMERGENCY DAMAGE ASSESSMENT should be performed following any event with the potential to cause damage school facilities or equipment.
RESTRICTED MOVEMENT & ACCESS	<p>LOCKDOWN is initiated to isolate students and school staff from danger on or near the campus when movement within the school and within rooms on the campus might put students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the buildings.</p> <ul style="list-style-type: none"> • Lock the doors; • Close and lock windows, and close blinds or cover windows; • Turn off lights; • Silence all electronic devices; • Remain silent; • Use strategies to silently communicate with first responders if possible, • Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the intruder and for possible escape if the intruder enters the room); and • Remain in place until the release from lockdown by school administration or evacuated by law enforcement.
	SECURE CAMPUS is implemented as a precautionary measure to ensure the safety of students and staff when there is danger in the surrounding community or a bomb threat is made against the school. SECURE CAMPUS requires that all students and staff take shelter in school buildings and lock all exterior doors. Classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of that event. The school perimeter should be secured.
	SHELTER IN PLACE is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights. SHELTER IN PLACE allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in bungalows and buildings with exterior passageways must remain in the classroom while SHELTER IN PLACE is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

	<p>TAKE COVER is implemented when it is necessary to move to and take refuge in the best shielded areas within the school buildings. It is appropriate for, but not limited to, severe windstorms and tornados.</p> <ul style="list-style-type: none"> • Move students and staff into the school's permanent buildings, on the ground floor. • Group students/staff together at the furthest point away from windows on the floor. <ul style="list-style-type: none"> ✓ Face the wall with backs to the windows ✓ Crouch down on knees and elbows ✓ Hands covering the back of their head/neck • If a tornado warning or potentially damaging windstorm occurs at dismissal, delay dismissal. An order to TAKE COVER should remain in place until the National Weather Service has lifted the warning.
	<p>DUCK, COVER AND HOLD ON is the action taken during an earthquake to protect students and staff from flying and falling debris. DUCK, COVER AND HOLD ON is an appropriate action for use during an earthquake or explosion. Immediate EVACUATION and an EMERGENCY DAMAGE ASSESSMENT must be performed prior to occupancy of any of the site's buildings, following any event prompting the use of DUCK, COVER AND HOLD ON.</p>
EVACUATION	<p>EVACUATION is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.</p>
	<p>OFF-SITE EVACUATION is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations OFF-SITE EVACUATION may require the use of busing. STRUCTURED REUNIFICATION should be used following any OFF-SITE EVACUATION.</p>
	<p>EARLY RELEASE Certain situations may require releasing students from school at a time when parents expect their children to be at the school site. EARLY RELEASE may be implemented when circumstances make keeping students at school inadvisable. EARLY RELEASE must be authorized by the district superintendent or designee. During an EARLY RELEASE, students follow normal dismissal procedures.</p>
REUNIFICATION	<p>STRUCTURED REUNIFICATION is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed. STRUCTURED REUNIFICATION requires:</p> <ul style="list-style-type: none"> • Maintaining accurate information on the location of each child. • Preventing unauthorized individuals from having access to or removing children. • Verifying the identity of individuals coming to take custody of children. • Verifying each individual has the legal right to take custody the child for which they have asked. • Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up.

SITE EMERGENCY PROCEDURES FOR SPECIAL NEEDS STUDENTS

1. Procedures for special needs students may need to be implemented in emergency situations such as fire, earthquake, bomb threats, etc.
2. At the beginning of each school year, an Individual Emergency Procedures Plan must be completed to accommodate each student who requires additional assistance due to a disability. This includes students with physical impairments who may require:
 - a wheelchair on a daily basis
 - specialized equipment
 - physical assistance to evacuate in a timely manner
3. Each plan requires that support staff be designated as specialized assistants during times of emergency.
4. The Site Safety Specialist is responsible for:
 - identifying all students who will require additional assistance
 - working with the designated certificated staff (classroom teachers) and the principal to ensure that coverage and a plan is completed for each student

* **Since new students may arrive at any time during the school year, this assignment will be continuous throughout the year.**
5. Use the format below to complete an Individual Emergency Procedures Plan for each special needs student. Place a copy of the plans in the Site Emergency Operations Plan and with the individual classroom teacher's emergency materials. (class roster, etc.)

Individual Student Emergency Procedures Plan		
Student:	Room #:	Teacher:
Designated Specialized Assistants: <i>(identify two staff in this area)</i>		
Required Equipment or Physical Assistance Needed to Evacuate in a Timely Manner <i>(complete below)</i>		

c. Earthquake Emergency Procedures

“Earthquake, Drop, Get Under your desks, and Cover.”

1. Students will then drop to the ground under their desks and cover their heads and necks.
2. The teachers will stay under their desks or stand in the doorframe whichever is safer.
3. Stay away from overhead fixtures, windows, skylights, filing cabinets and bookcases.
4. Students are to remain under their desks until the teacher gives the all clear signal.
5. Render any aid you can, and call for medical or rescue assistance if necessary.
6. Students will remain in the classroom or be escorted to their fire drill area by their teachers, depending on which area is determined to be the safest. The announcement will come from the office or with a runner.
7. Teachers will follow the procedure for a ***fire drill*** or ***evacuation drill***.
8. Available staff, at the direction of the Principal, shall turn off gas main valves ASAP.
9. Staff should survey and report damage to the Principal.
10. **REMEMBER** – expect aftershocks, do not re-enter a building. Beware of falling debris or electrical wires, do not use the telephone unless for emergency assistance.

d. Drop and Drill Training Procedures

Drop procedure drill is held once per school year.

Training and Exercise

Training and exercises are vital to determine the effectiveness of the Crisis Response Plan, ensure that the operational concepts outlined are sound and that personnel are adequately trained to carry out necessary functions during a disaster. In addition, such testing will provide a basis for the updating and revision of this plan and for the identification of inadequate resources.

- Drills should be clearly stated in plain English before the signal. Example: this is an Earthquake drill, or this is a Lockdown drill.
- Practice drills with law enforcement and fire personnel present.
- Report all concerns and issues to the office immediately following each drill.
- Practice both the primary and secondary evacuation procedure.
- Practice using communication devices (walkie-talkies) between evacuation location and main buildings.
- Practice training drills with other designees in charge to simulate absence of the Principal.
- Written records of these activities must be made and retained for a minimum of three years.

The Superintendent shall be trained in disaster relief procedures so as to be prepared to execute the appropriate Emergency Plan, including the disbursement of any disaster relief monies, should an emergency occur which requires that the school be used as an Emergency Shelter.

e. San Geronimo Valley Community Center (SGVCC) Disaster Procedures

Located on the Lagunitas School District property is the San Geronimo Valley Community Center (SGVCC). The SGVCC is a dynamic center for locally-based human services, education, health and wellness, etc. SGVCC partners with us not only in shared facilities but also with a variety of programs (such as after school care at Zoila's Daycare and the Loft). In an emergency during

school hours the school district commands the emergency procedures and after school hours the SGVCC takes control of use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting public health and welfare. The school district will cooperate with such agencies in furnishing and maintaining whatever services they need. (Education Code 32282)

For all emergencies, the San Geronimo Valley Community Center's essential services in prioritized order will be to:

- Provide emergency shelter
- Maintain our emergency food pantry and serve meals as needed
- Provide care and support for those in need
- Act as a resource center and gathering place information and help
- Facilitate communication with local and county partners

A copy of the San Geronimo Valley Community Center Emergency Operations Plan (November 30, 2017) can be found in the Lagunitas School District Office.

VI. Suspension and Expulsion Procedures

Behavior Guidelines and Responses

Students are expected to behave appropriately so that all students and staff feel safe, respected, and are able to learn and teach without disruption. Discipline issues may be handled by the staff, teachers, and school administrators. Students are subject to suspension and expulsion under the guidelines of the California Education Code.

The school adheres to the principles of progressive discipline, often using a counseling and discussion approach when first addressing problem behavior. With progressive discipline, appropriate consequences and/or supports are used to help students improve their behavior, while taking into account their individual circumstances. The goal is to address root causes of misbehavior and to help prevent inappropriate student behavior from happening again. Restorative practices are also used to help students make positive changes and decisions. With a restorative approach, students may talk with peers who have been impacted by their behavior and may provide service to repair harm to the community.

Serious disciplinary issues may require the involvement of the local sheriff deputies. School staff will work with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently from the school district and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible. By law, parents/ guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. (Penal Code 830.1) However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police officer.

The Board of Trustees has established policies and standards of behavior in order to promote learning and to 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. (Board Policy 5144.1 and Administration Regulation 5144.1)

It should be noted that a student may be suspended or expelled upon a first offense for violations of Education Code, Section 48900, 48915 or whenever it is determined that the student's presence in school causes a danger to persons or property or threatens to disrupt the instructional process.

Definition of Infractions

Arson – Starting or setting a fire anywhere on school campus. Lighters and matches are not allowed at school.

Battery of a Staff Member – Aggressive physical contact with an employee of the school district.

Bullying – Involves two or more of the following components and applies to students, staff, parents and community members. A desire to hurt, a hurtful action, a power imbalance, repetition, an unjust use of power, evident enjoyment by the aggressor, and/or a sense of being oppressed on the part of the victim. Bullying may include verbal, non-verbal, physical, or cyber actions, and may be direct or indirect in nature.

Cheating – Dishonesty on a test or school related assignment.

Cyber Bullying – Bullying that uses technology.

Defiance of School Personnel's Authority – Refusal to comply with reasonable requests of school personnel.

Destruction or Defacement of Property – Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

Disorderly Conduct, Including Profanity and Obscene Behavior – Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.

Drug/Alcohol/Paraphernalia – The use, possession or sale of a controlled substance, or otherwise furnished to another person, a controlled substance or alcoholic beverage, or the selling of other substances or materials and representing such substances or material as a controlled substance or alcoholic beverage.

Explosive Devices – The use, possession, or sale of any item that could be construed as an explosive device.

Extortion/Robbery – The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

False Fire Alarm – Deliberately pulling or setting off school fire alarm.

Fighting/Assault – Engaging in or threatening an act that causes or might cause harm to another person; mutual combat between two people.

Forgery – Writing and using the signature or initials of another person.

Gambling – Participating in games of chance for the purpose of exchanging money or something of value.

Harassment – Knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

Hate Crimes – Actions committed because of the victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

Hazing – Any method of initiation into a student organization or group which causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.

Inappropriate Bus Conduct – Not following bus rules.

Off Campus Without a Pass – Leaving campus without proper authorization.

Profanity/Obscene Acts – Vulgarity or acts that are considered obscene.

Sexual Harassment – Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct which are prohibited in the district and which may constitute sexual harassment include (Education Code 212.5):

- Unwelcoming leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way or inappropriate manner.
- Purposefully limiting a student's access to educational tools.
- Displaying sexually suggestive objects in the educational environment.
- Continuing to express sexual interest after being informed that the interest is not welcomed.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Smoking/Tobacco/Possession – The possession or use of tobacco or nicotine products on school property.

Theft/Possession of Stolen Property – Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.

Unexcused Absence and Truancy – Any absence that has not been both excused by a parent/guardian and approved by the appropriate school official.

Weapons/Injurious Objects – The possession, use or sale of any object that might be used to inflict bodily injury to another person.

VII. Procedures for Notifying Teachers about Dangerous Pupils

The Principal or designee shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger to the classroom.
(Education Code 32282(c))

VIII. Discrimination, Harassment, Intimidation and Bullying Procedures

Sexual Harassment (BP/AR4119.11, BP/AR4219.11, BP/AR4319.11 and BP/AR5145.7) and Uniform Complaint Procedures (BP/AR1312.3) are included in the Lagunitas School District Handbook/Annual Parent Notification as well as online or at the District Office. Lagunitas School District's Board Policies and Administrative Regulations may be viewed on the district web site: www.lagunitas.org.

The Lagunitas School District has adopted a policy and procedures to deal with sexual harassment when it occurs. It is important that students feel safe and supported at school. Sexual harassment can undermine this essential feeling of security. If a student feels that an incident or ongoing sexual harassment has taken place, the teacher or Principal should be informed immediately. Parents should contact the child's teacher or Principal if they become aware of any form of sexual harassment.

PROCEDURES FOR ADDRESSING DISCRIMINATION, HARASSMENT, INTIMIDATION and BULLYING

Discrimination, harassment, intimidation, and bullying are prohibited on our campuses, during the after school/extended care program, at school field trips, sports and school sponsored events, and when students are traveling to and from school. It applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school, working as contractors, or volunteers. It extends to all acts related to school activity or school attendance occurring within our school under the jurisdiction of our superintendent.

Definitions

Bullying and intimidation occur when a student, or group of students, try to frighten, hurt, humiliate or exclude another student.

- **Physical bullying** is when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student uses words or gestures to intimidate or humiliate another student by taunting, name-calling, teasing, put-downs, insults, graffiti, threats and blackmail.
- **Relational bullying** is when a student excludes or isolates another student through leaving them out, gossiping, or spreading rumors.
- **Cyber bullying** is when a student uses their cell-phone, text messages, e-mails, instant messaging, chats and social networking sites (such as Facebook or Instagram) to bully or intimidate another student in any of the ways described above.

Bullying is different from conflict. Conflict is an inevitable part of life and sometimes occurs when a student perceives another student as getting in the way of what they want or value. Conflict only becomes bullying when a student engages in harassment, intimidation

or bullying and gets power over the other student. If students are in conflict with each other, but are not bullying, each of the programs at our two schools are committed to helping them to talk it through.

Bullying and intimidation may at times amount to **discrimination or harassment**. It is discrimination or harassment to target a student because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, weight or appearance, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is sexual harassment to target a student with unwanted sexual comments, touching, and/or gestures that cause the student to feel uncomfortable or unsafe at school, or interferes with schoolwork.

Our school does not tolerate discrimination or harassment for any reason. You are breaking the law if you harass anyone from our school community.

Expectations for Student Conduct

Our school is a community where everyone is included. All students need to show respect for each other.

- Be kind and respectful to everyone on this campus. Never threaten or bully another student or be a bully-follower.
- Be an ally to the student that is being targeted when discrimination, harassment, intimidation, or bullying is seen. Ask the other student to stop or immediately find an adult on campus if the behavior continues.
- Incidences of bullying and harassment often need adult intervention to stop. Tell a teacher, staff member or administrator when targeted. Or tell your parents and ask them to contact the school.
- Never take revenge or ask someone to threaten or hurt a student that has reported intimidation, harassment, discrimination or bullying.
- If threatened or disrespected after reporting an issue, or if the problem behavior continues or restarts later, inform the school Principal.

Expectations from Adults on this Campus

- All teachers, staff and volunteers support a campus-wide system for preventing and stopping discrimination, harassment, intimidation, and bullying.
- The Lagunitas School District uses a variety of methods to prevent and end discrimination, harassment, intimidation, and bullying. We may use *No Bully* Solution Teams, progressive discipline with increased consequences if behavior continues, and suspension or expulsion when deemed appropriate as a response to discrimination, harassment, intimidation, and bullying.
- If any adult on campus witnesses an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so and shall notify the classroom teacher as soon as possible.
- Contact the classroom teacher immediately when a parent knows or suspects that their child is being intimidated, harassed or bullied.

- If a Solution Team approach is used, we have a trained staff team who serve as our school's Solution Coaches.
- If progressive discipline, suspension, or expulsion is used, administration will meet with the target, the bully, and involve their parents and teachers when determining consequences to change behavior and to provide a safe educational experience for all students.

Solution Team Process

School Solution Coaches have been trained by *No Bully* how to bring together teams of students, including those acting as bullies, bystanders, and positive role models, without using punishment to help solve the bullying. For school year 2020–2021 our trained Solution Coaches® are: Laura Shain, Principal; Anita Collison, Teacher.

Response to Student Harassment and Bullying

Step 1 – Prevent & Interrupt.

Step 2 – Refer to an Administrator.

Step 3 – Convene a Solution Team, Progressive Discipline, or other appropriate response.

Step 4 – Implement an Empathy-Building Action Plan if a pattern of harassment or prejudice is apparent across the entire class or program.

Timeline for Complaints

Week One

- Student, teacher or parent notifies school administration of harassment or bullying.
- Teacher, administrator, or counselor checks in with suspected target.
- Parents of target and bully informed on day students meet with administrator.
- When appropriate, Solution Team process begins or school may engage progressive discipline process or issue other consequences.

Week Two

- Administrator, teacher, or counselor checks in with target and bully.
- Second meeting of Solution Team if this has been initiated.
- Further progressive discipline or consequence response issued when necessary.

Week Three

- Administrator, teacher, or counselor checks in with target.
- Third meeting of Solution Team if this has been initiated.
- Target invited to attend Solution Team and parents notified of outcome.

If the school's intervention does not resolve the bullying, the student or parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to their complaint of discrimination, harassment, intimidation, or bullying, write an appeal to the school district Superintendent, John Carroll at jcarroll@lagunitas.org.

Person Responsible for Implementation of Policy

The Lagunitas School District Superintendent is the responsible local educational agency officer for ensuring school district compliance with the requirements of this policy and the requirements of Chapter 5.3 (commencing with Section 4900) of Division 1 of Title 5 of the California Code of Regulations and Chapter 2 (commencing with Section 200).

IX. Schoolwide Dress Code

The district dress code applies to all schools in the Lagunitas School District grades TK - 8. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

Allowable Dress and Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Clothing must be suitable for all scheduled classroom activities, including physical education and activities where unique hazards exist.

Non-Allowable Dress and Grooming

- Clothing may not depict, advertises or advocate the use of alcohol, tobacco, drugs, or other controlled substances.
- Clothing may not depict violence, pornography, nudity, or criminal activity.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

(Education Code 32282 (f))

X. Safe Ingress and Egress

Before School Procedures:

Students are encouraged to arrive with time to put their backpacks and personal belongings away before classes begin. The Lagunitas School District does not provide supervision for students who arrive early to school. Students should plan to arrive no more than 10 minutes before school begins unless specific arrangements have been made.

Once the student arrives at school, they must remain on campus and not go out into the parking area without adult permission and supervision.

Students who arrive after the starting time will need to check in at the office before moving on to class. Late arrivals are disruptive to the classroom and promptness is appreciated. Excessive

tardiness may result in a conference with parents, student, teacher, and administrator to strategize solutions for the remainder of the school year.

Upon arrival, students will walk to their classroom by using the main entrance. Kids should hang their backpack on a hook or locker outside their classrooms, and hand in their important papers and/or homework. Students should enter the classroom respectfully and begin their morning work.

Leaving During School Hours:

Parents must report to the school office prior to taking students off campus. Students returning from appointments must report to the office to check in.

After School Procedures:

At dismissal, all students will be in front of the school for pick-up. We ask that all drivers are vigilant, courteous, and patient as they enter and exit the parking areas. Our ability to safely load students in/out of the car is a priority. We encourage students to ALWAYS use the designated crosswalk and follow the crossing guard's directions.

Lastly, parents/guardians are instructed that if they are having somebody else pick up their student, than they need to call the office ahead of time so that the staff is aware and can inform their child.

XI. Safe and Orderly Environment

On October 6, 1997, Senate Bill, chapter 736, was signed into law. This bill, is referred to as the Comprehensive School Safety Plan, provides that each district and county office of education is responsible for the overall writing and development of comprehensive school safety plans for its schools operating Kindergarten and any grades 1 to 12. (Education Code 32281.(2))

The focus of the Safety Plan is to assess and implement procedures that promote student's safety while attending Lagunitas School District.

MISSION: We are a community committed to continuous improvement in our educational effectiveness, aimed at fulfilling the needs of each individual student. We strive for quality, balancing academic excellence, social awareness, civic responsibility, and self esteem. We provide a safe and attractive learning environment where all participants benefit. We value parental choice and involvement, collaborating with staff, students, and Board. We seek to ensure that programs continue to be responsive, operations become ever more efficient, and educational opportunity continues to be optimized.

School Visitors

All visitors must check in with the school office before going to any classroom or walking through the campus. Visitors will be given a Visitor Badge to wear during the duration of their visit.

Parent Volunteers

Parents are important partners in our mission to provide an exemplary education for our students. Parents are welcome and encouraged to volunteer in classrooms throughout the school, drive on field trips, and help with special projects.

The California Health and Safety Code (§121545) requires all school district volunteers to be examined and found free of communicable tuberculosis once every 4 years through a medical checklist. The Lagunitas School District is required to keep an up-to-date certificate on file for each volunteer. Volunteers who need to be screened are those in regular and/or direct contact with students. Please note that TB clearance is done at the volunteer's own expense.

Unsupervised volunteers need to obtain fingerprint clearance through the school office prior to working with one or more students.

Safety While on Wheels

Bicycles, skateboards, scooters, and rollerblades are not allowed on the school playgrounds or corridors until after school dismissal unless as part of a class activity. Students who ride bicycles or skateboards to or from school must follow basic safety rules, and must wear safety helmets as required by California State law. All students who ride to school must cross Sir Francis Drake Boulevard with the school crossing guard. Adults riding bicycles to or from school are asked to observe the same rules that are in effect for the students. Bicycles must be locked on bike racks, and other wheeled items must be left in the school office during the day.

Computer and Internet Use

All students are required to submit a parental use form to allow your child access to the Internet. Students are not allowed to access unauthorized web applications or sites.

School computers are available on campus for students with permission from teachers for use with academic work. Students are expected to comply with the computer agreements signed by students and parents stating that they understand the appropriate use of the school computers. Violation of the agreement will lead to withdrawal of the student's privilege to use the computers and possible other consequences depending on the nature of the misuse.

Electronic Devices and Valuables

Students are not permitted to bring music players, electronic games, laptop or tablet computers to school unless through prior arrangement. Students are advised to keep cell phones and expensive items at home. If cell phones are brought to school for afterschool use, they must not be used, heard or seen on campus during school hours without permission. Cell phones used without permission will be placed in the school office until the end of the day, and parents notified. Continued issues with use of these items to school may result in discipline proceedings.

Dogs on Campus

Dogs are not allowed off-leash on school property, according to Marin County Ordinance 3377. According to Marin County Ordinance section 8.04.160: It is unlawful for the owner/guardian or person having control of any dog to permit the same, under any circumstances, to run at large in any public parks, or in any school, or upon any school grounds, or in any commercial district, or in any game refuge, or in any public watershed area; and every dog found running at large in violation of the provisions of this section shall be immediately seized and impounded. Any duly authorized peace officer shall be entitled to take such other action as may be reasonably necessary for the protection of wildlife.

PLAYGROUND RULES

San Geronimo Campus

- Students must be **respectful** toward adults, follow rules, and do what is asked by yard supervisors.
- Children are not allowed on the playground without direct **adult supervision**.
- **Kindergarten students** are not allowed on the playground during lunch recess. **Toddlers** and **babies** are not allowed on the playground during school hours.
- No teasing, hitting, kicking, spitting, swearing, kissing, or other **disrespectful behavior**.
- No **grabbing** of bodies or possessions (including hats or other items).
- No **roughhousing**, **mock fighting** games, or **violent language**.
- **Sticks** may not be carried, thrown, or used as weapons. **Rocks** may not be thrown.
- **Shirts** and **shoes** are required for everybody. No **flip-flops** (sandals without back straps).
- **Slides** are for going down, one child at a time. No climbing on the outside of the tube slide.
- No climbing **trees** or swinging from branches.
- No climbing **basketball poles** or hanging from the hoop or net.
- Take turns on the **swings**. No jumping onto or off the swings (regular and tire swings). Do not swing sideways. Sit in the swing – do not stand. No games allowed that involve running in front of or between people who are swinging. Observe the safety zone by staying away from moving swings.
- No kicking **tetherballs**, hanging from tetherballs or ropes, or climbing on tetherball poles.
- No **wheels** on campus before, after, or during school hours; including: bicycles, tricycles, skates, skateboards, scooters, or shoes.
- No **dogs** on campus at any time.
- No **glass** containers are allowed.
- No **hoodies with drawstrings** are to be worn by students on school playground structures.

Guidelines for Games:

- All games are open to any student who agrees to play by the rules of the game. (On Fridays, the fourth grade and older students are allowed to play sports games that exclude younger students and vice versa. The lower field may be divided for both games.)
- No “pegging,” “knockout,” or “elimination” games.
- No running or tagging games on the structure.
- No games in which anyone is teased, mocked, bullied, touched inappropriately.
- No program vs. program games, or boy vs. girl games.
- Jump ropes are only for jumping.

Lunchtime Supervision

- No playing, or hanging out, in or around the bathrooms or office.
- Students need permission and visual supervision to be on the lower field.
- Food must be eaten at the picnic tables or benches only (and cleaned up after eating).
- The following areas are off-limits: the **parking lot**, the **sidewalks**, the **hill** above the parking lot, the **fishpond**, the **woods**, any area determined to have **poison oak**, the **garden**, behind the buildings (including Laurie’s classroom and the library).

Lagunitas Campus

- Students must be respectful toward adults, follow rules, and do what is asked by yard supervisors.
- Do not exclude students when choosing teams for activities or games.
- Unacceptable language and behavior include: swearing, teasing, hurting another person's feelings, harassment of any kind, shoving, tripping, pushing, spitting, throwing rocks, throwing sticks, throwing sand, littering, destroying another person's or the school's property.
- Dangerous play is not allowed. This includes: jumping from high places, hanging from basketball rims, playing tag or chase games on play structures, playing rebound games such as handball or two-touch on the multipurpose room wall.
- Violent behavior is never permitted. This includes fighting, biting, hitting, and throwing objects at another person.

Boundaries

- The following areas are off-limits: the Montessori or Middle School classroom areas, all classroom hallways or corridors, the field when it is wet or when yard supervisors tell students it cannot be used, the baseball dugouts, behind any school buildings, the school library, any rooms or buildings without adult supervision.
- Montessori students may not play near the Middle School area or Multipurpose Room; and Middle School students may not be near the Montessori area without specific permission.
- Students must share the playgrounds, playing fields, and structure.
- Basketball courts are reserved as follows: Court #1 is for Middle School students only; Court #2 is shared; Court #3 is for Montessori students only.

XII. Rules and Procedures on School Discipline: See section V, p. 20

XIII. Crisis Response Plan

The following plan will be used in a critical incident to swiftly handle an emergency event until emergency responders arrive.

- 1) LOCATE/ISOLATE/EVACUATE
 - a. Determine the exact location of the problem.
 - b. Isolate that location so that no one else unintentionally enters the danger area.
 - c. Evacuate anyone injured, then anyone who is in a potential danger zone.
- 2) DECLARE AND MCI (Mass Casualty Incident) If five or more people are seriously injured, report MCI to 911 authorities.
 - a. NUMBER OF INJURED – make sure to give an accurate count to responders so that they can send appropriate resources.
- 3) Use CRITICAL INCIDENT CHECKLIST located in Emergency Preparedness Quick Reference Guide to organize actions for the emergency.

4) USE THE INCIDENT COMMAND SYSTEM

- a. Advise all emergency responders and school personnel the exact location and nature of the emergency.
- b. INNER PERIMETER-TEAM LEADER establishes the inner perimeter around the event to keep innocent people from moving in to the emergency area.
- c. OUTER PERIMETER-TEAM LEADER establishes the outer perimeter around the event (streets, parking lot, school boundaries, etc.) to keep unessential personnel out of the area until the emergency is under control.
- d. DETERMINE INJURIES AND EVAC-TEAM LEADER will determine how many and extent of injuries, and coordinate evacuation of injured people.
- e. LINE OF FIRE/DANGER EVAC-TEAM LEADER will establish line of fire/danger area and coordinate evacuation of injured people.
- f. REPEAT/UPDATE INCIDENT INFORMATION AND DESCRIPTION TO ALL STAFF.
- g. NAME A STAGING AREA IF NECESSARY – Can be on campus or at an evacuation point.
- h. CALL OUT OTHER DISTRICT RESOURCES – Administration, Teachers, Maintenance, Physical Plant, Custodial, Outside Contractors, etc.
- i. FIRE DEPARTMENT / AMBULANCE STANDBY – NOTIFY BATTALION CHIEF TO Command Post (CP) FOR BRIEFING, AND ALLOW Battalion Chief TO ESTABLISH AND DEPLOY FIRE RESOURCES.
- j. ESTABLISH an Emergency Operations Center (EOC) Location – Consider unified command operations with responding emergency personnel.
- k. NOTIFY ALLIED AGENCIES AS NECESSARY – CHP, Sheriff, Fire Department, State, Nearby Schools or School Districts, etc.
- l. CREATE A LOG – CONSIDER IMPLEMENTING THE REUNIFICATION PLAN.
- m. FILL OUT ICS / UNIFIED COMMAND DIAGRAM AND CRITICAL INCIDENT INFORMATION SHEET AND DISTRIBUTE (located in Red School Safety Binder)
- n. MUTUAL AID DECISION – **LIAISON OFFICER IN CHARGE (OIC)** IF NEEDED.
- o. SIGN-IN / SIGN-OUT ROSTERS FOR ALL ASSIGNED – **LOGISTICS OIC**
- p. A/V Unit CALL-OUT FOR DOCUMENTATION
- q. WHO IS PRIMARY REPORT WRITER (consider **ADMIN OIC**)

5) HOLD SCHEDULED MEETING WITH ALL ICS STAFF, UNIFIED COMMAND AND THE OFFICERS IN CHARGE AS NECESSARY.

- a. STUDENT AND STAFF COUNSELING ASSISTANCE
- b. APPOINT A MEDICAL LIAISON PERSON – If Large Number of Injured
- c. UPDATES TO PRESS EVERY 30 MINUTES – Adjust as necessary.
- d. UPDATES TO ALL STAFF AS FREQUENT AS POSSIBLE – 15-20 minutes.
- e. PREPARE FOR THE NEXT SHIFT – **PLANNING OIC WITH LOGISTICS OIC**

Plan Review Cycle

The Lagunitas School District Board of Directors and Superintendent are responsible for ensuring this Crisis Response Plan is kept current. The following review cycle will be implemented.

- By March 1 of each year review and update all aspects of the Crisis Response Plan. This review will include legislative updates, updates relevant to operational procedures, a review of practical applications, and updates of informational materials to all staff.
- By September 1 of each year update telephone lists, faxes, emails, personnel rosters, resource lists and physical plant changes affecting the implementation of the Crisis Response Plan.
- At least once per year, November 30:
 - Ensure that all staff have an updated personal emergency information card/sheet on file with the office.
 - Ensure that all staff have an updated emergency staff contact list.
 - Schedule one or more training exercises. Training is critical to ensuring the continued viability of the plan.
 - Ensure that changes to this plan are made and distributed immediately.

Roles and Responsibilities of Police/Sheriff Officers on Campus

Police/Sheriff Officer's roles and responsibilities at Lagunitas School District are defined through this Comprehensive School Safety Plan as special circumstances arise. Local police/sheriff officers are not ordinarily on school sites but are contacted in emergency situations. School Resource Officer will occasionally visit school sites to check in and/or provide safety training for students.

XIV. HAZMAT Procedures

Minor / Local Hazmat Incident in a Building

If a chemical is reacting in any way, is generating gas or fumes, represents a fire hazard, or is toxic:

1. Evacuate the students from the building, direct students to the nearest safe area, UPWIND from the incident or classroom.
2. If you can: Shut off Building HVAC – Heating Ventilation and Air Conditioning.
3. Call 911 or Notify Administration immediately who will notify 911 for Fire Department / Hazmat response.
4. Follow Shelter in Place procedure listed below if instructed to do so by School Authority / Incident Commander.

MAJOR / AREA WIDE / HAZMAT INCIDENT

If a spill occurs off campus that could affect our school, the Campus Authority / Incident Commander will make a decision to Shelter in Place or Evacuate depending upon information received. Follow the Shelter in Place or Evacuate depending upon information received. Follow the Shelter in Place – Hazmat procedures below if requested to do so:

1. Close and Lock all Windows and Doors – Open the Shelter in Place Kit
2. Tape any Cracks in Doors and Windows – Wet Towels as Air Filters
3. Wait for the All CLEAR – DO NOT GO OUTSIDE UNTIL TOLD

XV. Annual Evaluation and Verification Timeline

- The Lagunitas School District's Comprehensive School Safety Plan will be reviewed and updated by the School Site Council.
- The Lagunitas School District Board of Trustees will annually review and approve the Comprehensive School Safety Plan in February.
- See Board minutes for verification of presentation to public at school site of the Comprehensive School Safety Plan.
- Submit Comprehensive School Safety Plan will be submitted annually to the Marin County Office of Education by March 1. (Education Code 32288 (a))

XVI. Appendices

- A. Requirements for a Comprehensive School Safety Plan
- B. Emergency Response Procedures for all types of emergencies.
- C. Emergency Contacts

APPENDIX A.

Comprehensive School Safety Plan (CSSP) Template

Self-Monitoring Tool

California *Education Code* Sections 32280–32289

CSSP Requirements	Ed. Code	Requirement Met	Comments
Plan is written and developed by a school site council (SSC) or a safety planning committee. The School Safety Planning Committee is comprised of: principal/designee, teacher, parent of child who attends the school, classified employee, and others. The SSC may delegate this responsibility to a school safety planning committee.	32281.(b)		
SSC/Planning Committee consulted with a representative from a law enforcement agency in the writing and development of the Comprehensive School Safety Plan.	32281. (b)(3)		
The Comprehensive School Safety Plan includes, but is not limited to:			
a. An assessment of the current status of school crime committed on the school campus and at school-related functions. You may accomplish this by reviewing the following types of information: <ul style="list-style-type: none"> • Local law enforcement crime data • Suspension/Expulsion data found in the California Longitudinal Pupil Achievement Data System • Behavior Referrals • Attendance rates/School Attendance Review Board data • California Healthy Kids Survey data • School Improvement Plan • Property Damage data 	32282. (a)(1)		
b. An identification of appropriate strategies and programs that provide/maintain a high level of school safety.	32282. (a)(2)		
The SSC/Planning Committee reviewed and addressed, as needed, the school's procedures for complying with existing laws related to school safety.	32282. (a)(2)		

CSSP Requirements	Ed. Code	Requirement Met	Comments
The Comprehensive School Safety Plan must include all of the following:	32282. (a)(2)		
A. Child Abuse Reporting procedures	32282. (a)(2)(A)		
B. Disaster procedures, routine and emergency, including adaptations for pupils with disabilities.	32282. (a)(2)(B)		
i. Earthquake emergency procedures that include: <ul style="list-style-type: none"> • A school building disaster plan • A drop procedure • Dates/times of drop procedure drills held once each quarter in elementary; once each semester in secondary schools • Protective measures to be taken before, during, and after an earthquake • A program to ensure that pupils and both certificated and classified staff are aware of and are trained in the earthquake emergency procedure system 	32282. (a)(2)(B)(i) (I-IV)		
ii. Procedures to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency which affects public health or welfare.	32282. (a)(2)(B)(i) i)		
C. Policies and procedures which lead to suspension and/or expulsion.	32282. (a)(2)(C)		
D. Procedures to notify teachers of dangerous pupils.	32282. (a)(2)(D)		
E. Policy prohibiting discrimination, harassment, intimidation, and bullying.	32282. (a)(2)(E)		
F. Provisions of any school site dress code, including prohibition of "gang-related" apparel.	32282. (a)(2)(F)		
G. Procedures for safe ingress and egress of pupils, parents, and employees from school site; including procedures for visitor access to the school campus.	32282. (a)(2)(G)		
H. Goals and plans that create a safe and orderly environment conducive to learning at the school.	32282. (a)(2)(H)		
I. The rules and procedures on school discipline.	32282. (a)(2)(I)		
J. Hate crime reporting procedures and policies.			

CSSP Requirements	Ed. Code	Requirement Met	Comments
The plan may include clear guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on campus.	32282.1		
The plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.	32284.		
The plan should include verification that the school safety plan was evaluated at least once a year, and revised by March 1 every year.	32286		
The plan should include documentation that school safety plan was submitted for approval to either the district office or county office of education. Evidence of approval at the district or county level should be included.	32288		
The plan should include verification that the SSC/Planning Committee communicated the school safety plan to the public at a public meeting at the school site.	32288. (b)		
Public View version available for review during business hours. NOTES: <ul style="list-style-type: none"> • Remove Tactical Information from Public View copy. • Recommended review procedures: <ol style="list-style-type: none"> i. ID check ii. Staff present during review. iii. No copies. • Do need to comply with a CA Public Information Act request. 	32288. (b)(2)		

APPENDIX B

EMERGENCY RESPONSE

ACCIDENT AT SCHOOL

Whether an accident is unintentional and results in minor injury or is the result of aggressive behavior on campus, it is important to complete a written report of the incident. Accident Report and Behavioral Incident Report forms are available at the school office.

STAFF ACTIONS:

- ☐ Report accident to principal and school office.
- ☐ Provide for immediate medical attention, including performing necessary life-sustaining measures (CPR, etc.), until trained Emergency Medical Services technicians arrive.
- ☐ For relatively minor events, take students to school office or school nurse for assistance.
- ☐ Complete an Accident Report or Behavioral Incident Report to document what occurred.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Provide appropriate medical attention. Call 911, if needed.
- ☐ Contact parents, guardians as appropriate to seek appropriate follow-up services, if needed.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

- ☐ Post general procedures in the clinic explaining when parents are to be notified of minor mishaps.
- ☐ Provide staff with a one-page list of emergency procedures in case of an accident or injury on the playground or in the building (e.g., First Aid Manual, Blood borne Pathogen Program).
- ☐ Provide each teacher with information about students in his/her classroom having special medical or physical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE Active Shooter/Armed Assailant

ACTIVE SHOOTER / ARMED ASSAILANT SITUATIONS

"Active shooter situations" are defined as those where an individual or individuals is "actively engaged in killing or attempting to kill people in a confined and populated area." *Active shooters / armed assailants frequently use firearms but attacks of this type can also be made with other types of weapons (knives, swords, etc.). These situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter / armed assailant situation before law enforcement personnel arrive on the scene.*

No single response fits all *active shooter / armed assailant situations*; therefore it is essential all members of the school staff know their options for response and are prepared to act decisively to protect their students and themselves.

ACTIONS – ALL SCHOOL STAFF

1. All employees are authorized to **take immediate action** to protect themselves and students if they see or hear anything that causes them to believe an active shooter / armed assailant situation is occurring or is to about to occur.
 - a. **Act immediately** if you or your students:
 - hear a sound that might be gunfire.
 - see something that looks like a weapon being carried or used on or near the campus.
 - sense any other indication of active shooter / armed assailant threat.
 - b. **Quickly evaluate** which option (Run, Hide or Fight) will best protect you and your students.
 - c. **Be decisive.** Communicate your plan to your students and act quickly.
 - d. **Call 911 and the School Office** as soon as it is safe to do so.

2. Options: *Run, Hide or Fight*

- a. **Run:** If you can get yourself and your students safely away from danger, do so immediately.
 - Do not evacuate unless you...
 - know with certainty, the exact location of assailant (do not trust unofficial, second hand accounts),
 - **and** can visualize a route that will get your students and yourself safely off campus.
 - Don't carry anything with you.
 - Police may mistake an item in your hands as a weapon.
 - Leave everything behind.
 - If you encounter people along the way...
 - Adults: Warn them and take them with if you can but don't stop if they refuse to come.
 - Students: Warn any students you encounter and take them with if you. You may use reasonable force to take a student with you *if you can do so without endangering yourself or the other students in your care.*
 - Place terrain and buildings between you and the assailant to cover your escape.
 - Keep going until you are certain you are out of danger.

- Call 911 as soon as it is safe to do so.
 - Keep your students with you. Call (insert phone #) to report your location and obtain instructions.
- b. **Hide:** If you do not know the exact location of the assailant, get your students and yourself into the most secure location available and **LOCKDOWN**.
- Lock the doors
 - Close and lock windows and close blinds or cover windows;
 - Turn off lights;
 - Barricade the doors with heavy furniture; be sure your barricade covers any glass in or near the door;
 - Silence all electronic devices;
 - Remain silent;
 - Position occupants spread out and out of line of site from room entrance.
 - Prepare to take action if the assailant attempts to get in the room;
 - Use text or email to communicate your location, the number of students or staff with you, if you have any wounded and the extent of the injuries;
 - Call 911 as soon as it is safe to do so.
 - Remain in place until evacuated by identifiable law enforcement officers.
- c. **FIGHT: Never seek out confrontation with an active shooter / armed assailant.** If you are confronted by an active shooter / armed assailant and you have no safer option, take immediate action to disrupt or incapacitate the assailant. **If you choose the FIGHT option, commit to your actions.**
- If you are in LOCKDOWN (Hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
 - Construct a strong barricade.
 - If you have another way out (a window or back door) use it while the assailant is attempting to get in.
 - If no other exit is available be prepared to disrupt the assailant by throwing objects at the assailant and running for the exit as soon as the assailant enters the room.
 - a. Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.)
 - Staff members may consider using aggressive and violent force to surprise and overwhelm the assailant.
3. **Call 911 and initiate a school-wide LOCKDOWN** announcement as soon as you can do so safely. Work with the people you are with to do both calls simultaneously if possible.
- a. Provide as much information as possible (slow down – be calm):
- State the emergency: "I hear gunfire." "I saw..."
 - Give information on people who are wounded.
 - Location of the assailant (if known):
 - Description of the assailant (if known):
 - Your precise location: "room ____"
 - The number of children with you:
- b. Keep the line open, even if you can't talk, unless instructed by the dispatcher to end the call.

4. Special Topics

- a. Injuries: Your response to injured persons will need to vary given the specific circumstances that are present and the response option (Run, Hide or Fight) you are engaged in.
- *Run* – If you encounter injured persons while you are trying to get out of danger...
 - And you have children with you, you must place their safety ahead of the injured person. Take note of where the injured person is and report the location as soon as you get to safety.
 - *Hide* – If someone is injured where you are hiding, secure the room before tending to the wounded.
 - As soon as it is safe to do so, apply first aid using any supplies that are available. If necessary, use articles of clothing as improvised dressing for wounds and apply direct pressure to control bleeding.
 - *Fight* – This is always the option of last resort because the probability of injury is highest when you are in close proximity to the assailant. Commit to your plan. Do not stop to tend to the wounded until it is safe to do so.
 - If your intention is to disrupt the assailant to allow as many people to escape as possible, stick to that plan.
 - If your plan is to incapacitate the assailant, keep fighting until the assailant is incapacitated and the weapon and assailant are under control.
- b. Law Enforcement: If you encounter law enforcement officers...
- Immediately raise your hands in the air and display your open palms.
 - Don't run up to officers or attempt to hug or talk to them.
 - Don't talk unless they ask you a question.
 - Do exactly what they tell you to do.
- c. Weapons: If the assailant loses control of a weapon, exercise extreme care when securing it:
- Do not pick up the weapon. Law enforcement may shoot you if they see you holding a weapon.
 - Secure the weapon by placing an empty trash can over it and sliding it to a location where it can be kept covered and under control until a law enforcement officer can take possession of it.
- d. Ongoing Communication: (School and district staff should develop means to safely provide updates to staff to keep them informed during the incident.)
- e. Extended Day Programs / After School Activities: (School sites must also plan for and train all district / site staff involved with student activities and extracurricular programs.)

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Follow the All Staff guidance described above.
- Call 911 and initiate a **LOCKDOWN** announcement as soon as you can do so safely. Work with nearby staff to do them simultaneously if at all possible.
 - Include as much actionable information on the announcement as possible.

- *Example "LOCKDOWN, LOCKDOWN, LOCKDOWN. Man with a gun on campus. LOCKDOWN now."*
- If you have surveillance capabilities, and can safely provide real time announcements, broadcast continuous and accurate information on the location of the assailant. This will disrupt and distract the assailant. It will also provide people on campus with information they can use to better evaluate their options.
 - *Example: "The gunman is now in the D wing headed south. He is armed with a shotgun and is wearing a hooded jacket and blue jeans."*
- Notify the district office after you call 911.
- If possible assist emergency personnel.
 - Assist police in entering the school;
 - Provide officers with keys, maps and any other information requested.

DISTRICT STAFF ACTIONS

- **Emergency Operations Center (EOC)**
 - Activate the district's Emergency Operations Center
 - Dispatch a back-up ICS team to take over responsibility for ICS functions from site staff who will be impacted by this emergency.
- **Offsite Reunification**
 - The Operations Section should prepare an off-site evacuation site for reunification.
 - This should be at a location large enough to accommodate the evacuation, with parking available for parents coming to get their kids. Movie theater complexes work well for this type of emergency.
 - Once the assailant is neutralized emergency responders will begin to treat and evacuate the wounded.
 - School staff and students will remain in lockdown until evacuated on a room by room basis.
 - Buses should be placed on standby for evacuation.
 - Teams and materials should be mobilized to conduct an orderly reunification in which all students and staff are accounted for.
- **Crisis Intervention**
 - A Mental Health strike team should also be assembled to assist with stabilizing acutely impacted students, staff and parents during reunification.
 - This team will also provide ongoing support throughout the recovery phase of the emergency response.
 - Psychoeducational materials should also be developed / selected by the Planning Section for distribution to parents and other caregivers to assist them in supporting crisis recovery.
 - Mental Health staff should also be involved in plans related to reopening the school following an active shooter / armed assailant event.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

AIRCRAFT CRASH

Emergency response will depend on the size of the aircraft, nature of the crash, and proximity to the school. If it is safe to remain inside the building, all students should be kept in the school under supervision. The crash may also result in an explosion, chemical spill or utility interruption.

Aircraft crashes into the school

STAFF ACTIONS:

- ☐ Notify Principal.
- ☐ Move students away from immediate vicinity of the crash.
- ☐ **EVACUATE** students from the building using primary and/or alternate fire routes to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack.
- ☐ Check school site to assure that all students have evacuated.
- ☐ Take attendance at the assembly area.
- ☐ Report missing students to the Principal /designee and emergency response personnel.
- ☐ Maintain control of the students a safe distance from the crash site.
- ☐ Care for the injured, if any.
- ☐ Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Notify police and fire department (call 911).
- ☐ Determine immediate response procedures, which may include **EVACUATION, or OFF-SITE EVACUATION** that may include the use of busses or alternate transportation.
- ☐ Notify District Superintendent, who will contact the Office of Emergency Services.
- ☐ Arrange for first aid treatment and removal of injured occupants from building.
- ☐ Secure area to prevent unauthorized access until the Fire Department arrives. Ensure that students and staff remain at a safe distance from the crash.
- ☐ Account for all building occupants and determine extent of injuries.
- ☐ Do not re-enter building until the authorities provide clearance to do so.

Aircraft crashes near school

STAFF ACTIONS:

- ☐ Notify Principal.
- ☐ Move students away from immediate vicinity of the crash.
- ☐ Remain inside with students unless subsequent explosions or fire endanger the building.

\PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Notify police and fire department (call 911).
- ☐ Initiate **SHELTER IN PLACE**, if warranted.
- ☐ Initiate **Take Cover** for students and staff outside or direct them to designated area until further instructions are received.
- ☐ Ensure that students and staff remain at a safe distance from the crash.
- ☐ Notify District Superintendent, who will contact the Office of Emergency Services.
- ☐ Fire department officials will secure area to prevent unauthorized access. Do not enter affected areas until the appropriate authorities provide clearance to do

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

AIR POLLUTION ALERT

Severe air pollution may affect students and staff who are susceptible to respiratory problems.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Develop and maintain a file of students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day.
- ☐ Meet with physical education teachers and other teachers directing strenuous activity programs and determine alternate programs available during an air pollution episode.
- ☐ When notified by the district office or news media of a smog advisory, inform all staff to stay indoors and minimize physical activity.
- ☐ Cancel all athletic competitions and practices and any other activities that require strenuous physical activity such as marching band, pep squad etc.
- ☐ Instruct employees to minimize strenuous physical activity.
- ☐ Cancel any events that require the use of vehicles.
- ☐ Urge staff and high school students to minimize use of vehicles.

STAFF ACTIONS:

- ☐ Remain indoors with students.
- ☐ Minimize physical activity.
- ☐ Keep windows and doors closed.
- ☐ Resume normal activities after the All Clear signal is given.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

ALLERGIC REACTION

There are many types of medical conditions that may trigger an allergic reaction, among them anaphylactic shock, diabetes and sickle cell anemia. Possible symptoms of an allergic reaction include skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue, restlessness, sweating, fright, shock, shortness of breath, vomiting, cough and hoarseness. School nurses have a specialized health care plan for certain conditions and should be contacted for any sign of allergic reaction.

STAFF ACTIONS:

- ☐ If imminent risk, call 911.
- ☐ Send for immediate help (First Aid, CPR, medical) and medication kit (for known allergies).
- ☐ Notify principal.
- ☐ Assist in getting "Epi" (Epinephrine) pen for individuals who carry them (usually in backpack), and prescription medications (kept by school nurse).
- ☐ If an insect sting, remove stinger immediately.
- ☐ Assess situation and help student/staff member to be comfortable.
- ☐ Move student or adult only for safety reasons.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ If imminent risk, call 911 (always call 911 if using "Epi" pen).
- ☐ Notify parent or guardian.
- ☐ Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated.
- ☐ Observe for respiratory difficulty.
- ☐ Attach a label to the person's clothing indicating: time & site of insect sting or food ingested, name of medicine, dosage and time administered.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

- ☐ Keep an "Epi" pen in the school office and notify staff as to location.
- ☐ Emergency health card should be completed by parents for each child and should be easily accessible by school personnel.
- ☐ Provide bus drivers with information sheets for all known acute allergic reactors.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____

EMERGENCY RESPONSE

ANIMAL DISTURBANCE

If there is a rabid or uncontrollable animal on campus, implement this procedure when any wild animal threatens the safety of the students and staff

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Isolate the students from the animal. Close doors and lock tables as a means to isolating the animal.
- ☐ If the animal is outside, keep students inside and institute **Secure Campus**.
- ☐ If the animal is inside, initiate an **EVACUATION** outside to a protected area away from the animal
- ☐ Contact the Marin Humane Society for assistance in removing the animal.
- ☐ If the animal injures anyone, seek medical assistance from the school nurse.
- ☐ Notify parent/guardian and recommended health advisor.

STAFF/TEACHER ACTIONS:

- ☐ If the animal is outside, keep students inside. Lock doors and keep students away from the windows.
- ☐ If the animal is inside, **EVACUATE** students to a sheltered area away from the animal.
- ☐ Notify the principal if there are any injuries.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE BIOLOGICAL AGENT RELEASE

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

- postal mail, via a contaminated letter or package
- a building's ventilation system
- a small explosive device to help it become airborne
- a contaminated item such as a backpack, book bag, or other parcel left unattended
- the food supply
- aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

Outside the building

STAFF ACTIONS:

- ☐ Notify principal.
- ☐ Move students away from immediate vicinity of danger (if outside, implement **Take Cover**).
- ☐ Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.
- ☐ Follow standard student assembly, accounting and reporting procedures.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Initiate **SHELTER IN PLACE**.
- ☐ Shut off HVAC units.
- ☐ Move to central location where windows and doors can be sealed with duct tape.
- ☐ Call 911. Provide location and nature of the emergency and school actions taken.
- ☐ Notify District Superintendent of the situation.
- ☐ Turn on a battery-powered commercial radio and listen for instructions.
- ☐ Complete the Biological and Chemical Release Response Checklist
- ☐ Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- ☐ Arrange for psychological counseling for students and staff.

Inside the building

STAFF ACTIONS:

- ☐ Notify principal or site administrator.
- ☐ Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- ☐ Implement **EVACUATION** or **OFF-SITE EVACUATION**, as appropriate. Send affected individuals to a designated area for medical attention.
- ☐ Follow standard student assembly, accounting and reporting procedures.

- ☐ Prepare a list of those who are in the affected area to provide to emergency response personnel.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Initiate **EVACUATION** of building or **OFF-SITE EVACUATION** to move students away from immediate vicinity of danger.
- ☐ Move up-wind from the potential danger.
- ☐ Call 911. Provide exact location and nature of emergency.
- ☐ Designate security team to isolate and restrict access to potentially contaminated areas.
- ☐ Wait for instructions from emergency responders-- Health or Fire Department.
- ☐ Notify District Superintendent of the situation.
- ☐ Arrange for immediate psychological counseling for students and staff.
- ☐ Complete the Biological and Chemical Release Response Checklist
- ☐ Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.

THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:

- ☐ Wash affected areas with soap and water.
- ☐ Immediately remove and contain contaminated clothing
- ☐ Do not use bleach on potentially exposed skins.
- ☐ Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____

EMERGENCY RESPONSE

BOMB THREAT

In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- ☐ Listen. Do not interrupt caller.
- ☐ Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- ☐ Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.
- ☐ Notify site administrator immediately after completing the call.
- ☐ Complete the Bomb Threat Checklist.

Telephone Bomb Threats

- Remain calm/courteous.
- Read phone's visual display.
- Listen, don't interrupt.
- Keep caller talking. Pretend hearing difficulty.
- Notice details: background noises, voice description.
- Ask: When? Where? What? How?
- Don't touch any suspicious objects.

Call 911

PERSON RECEIVING THREAT BY MAIL:

- ☐ Note the manner in which the threat was delivered, where it was found and who found it.
- ☐ Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- ☐ Caution students against picking up or touching any strange objects or packages.
- ☐ Notify principal or site administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911.
- ☐ If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
- ☐ Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- ☐ Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- ☐ Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
- ☐ If it is necessary to evacuate the entire school, use the fire alarm.
- ☐ Notify the District Superintendent of the situation.
- ☐ Direct a search team to look for suspicious packages, boxes or foreign objects.
- ☐ Do not return to the school building until it has been inspected and determined safe by proper authorities.
- ☐ Avoid publicizing the threat any more than necessary.

SEARCH TEAM ACTIONS:

- ☐ Use a systematic, rapid and thorough approach to search the building and surrounding areas.
- ☐ Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubby, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- ☐ If suspicious item is found, make no attempt to investigate or examine object.

STAFF ACTIONS:

- ☐ Evacuate students as quickly as possible, using primary or alternate routes.
- ☐ Upon arrival at the designated safe site, take attendance. Notify the principal/site administrator of any missing students.
- ☐ Do not return to the building until emergency response officials determine it is safe.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

BOMB THREAT CHECKLIST

The following checklist can be obtained in PDF form from FEMA at:

http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf

Copies should be available at all stations where incoming calls are received. The checklist should be completed by the person taking the call.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS): Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information:



Homeland
Security

EMERGENCY RESPONSE

BUS ACCIDENT

Each school should maintain a folder for each bus serving the school. This folder should contain rosters, including an emergency telephone number for each student assigned to ride the bus. The teacher in charge of a special activity trip should prepare trip bus folders; one copy of the student emergency contact information should be placed in the trip folder and a second copy should accompany the teacher on the trip. Bus drivers may need to make spontaneous, independent decisions, based on the nature of the emergency, age of children, location of bus and other unique circumstances.

BUS DRIVER:

- ☐ Turn off power, ignition and headlights. Use safety lights, as appropriate.
- ☐ Evaluate the need for evacuation.
- ☐ Remain with the vehicle. Notify California Highway Patrol.

STAFF ACTIONS AT THE SCENE:

- ☐ Call 911, if warranted.
- ☐ Notify principal.
- ☐ Implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
- ☐ Move all uninjured students to a safe distance from the accident.
- ☐ Document the names of all injured students and their first aid needs.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Notify law enforcement.
- ☐ Notify parents/guardians of all students on the bus as soon as accurate information is available.
- ☐ Designate a school staff representative to proceed to any medical treatment facility to which an injured student has been taken to assist parents and provide support to students, as appropriate.
- ☐ Notify school community about the incident and status of injured students and/or staff. Prepare news release for media, if appropriate.

Earthquake during bus trip

BUS DRIVER ACTIONS:

- ☐ Issue DUCK, COVER and HOLD ON instruction.
- ☐ Stop bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees or other dangerous situations.
- ☐ Set brake, turn off ignition and wait for shaking to stop.
- ☐ Check for injuries and provide first aid, as appropriate.
- ☐ Contact the school administrator and bus dispatch to report location and condition of students and the bus.
- ☐ Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
- ☐ If instructed to continue route,
- ☐ Enroute to school, continue to pick up students.

- ☐ Leaving school, continue dropping off students, provided there is a responsible adult at the bus stop.
- ☐ If it is impossible to return to school, proceed to nearest designated shelter indicated on the bus route. Upon arriving at the shelter, notify the school administrator.
- ☐ Remain with students until further instructions are received from site administrator.
- ☐ Account for all students and staff throughout the emergency

Flood during bus trip

BUS DRIVER ACTIONS:

- ☐ Do not drive through flooded streets and/or roads.
- ☐ Take an alternate route or wait for public safety personnel to determine safe route.
- ☐ If the bus is disabled, stay in place until help arrives
- ☐ Contact the school administrator and bus dispatch to report location and condition of students and the bus.
- ☐ Do not attempt to cross bridges, overpasses or tunnels that may have been damaged.
- ☐ Account for all students and staff throughout the emergency.

ADDITIONAL STEPS:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE CHEMICAL ACCIDENT (offsite)

Chemical accidents the magnitude of a disaster could result from a transportation accident or an industrial spill, involving large quantities of toxic material.

PERSON DISCOVERING SPILL:

- ☐ Alert others in immediate area to leave the area.
- ☐ Close doors and restrict access to affected area.
- ☐ Notify principal/site administrator.
- ☐ DO NOT eat or drink anything or apply cosmetics.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Notify Fire Department and the Department of Public Health. Provide the following information:
 - School name and address, including nearest cross street(s)
 - Location of the spill and/or materials released
 - Characteristics of spill (color, smell, visible gases)
 - Name of substance, if known
 - Injuries, if any
- ☐ Notify Maintenance/Building and Grounds Manager.
- ☐ Determine whether to implement **SHELTER IN PLACE, EVACUATION** and/or student release.
- ☐ Post a notice on the school office door stating location of alternate school site.
- ☐ Notify District Superintendent of school status and location of alternate school site.

STAFF ACTIONS:

- ☐ If **SHELTER-IN-PLACE**, close all doors and windows, shut off ventilation, and monitor the radio. If necessary, use tape, rags, clothing or any other available material of seal air leaks.
- ☐ If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breaths.
- ☐ If **EVACUATION** is implemented, direct all students to report to nearest designated building or assembly area.
- ☐ Upon arrival at safe site, take attendance to be sure all students have been evacuated and accounted for. Notify principal/site administrator of any missing students.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE CHEMICAL ACCIDENT (onsite)

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Any such accidents could endanger the students and staff. Hazardous material spills may occur inside a building, such as a spill in a chemistry lab.

PERSON DISCOVERING SPILL:

- ☐ Alert others in immediate area to leave the area.
- ☐ Close windows and doors and restrict access to affected area.
- ☐ Notify principal/site administrator.
- ☐ DO NOT eat or drink anything or apply cosmetics.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Notify Fire Department and the Department of Public Health. Provide the following information:
 - School name and address, including nearest cross street(s)
 - Location of the spill and/or materials released; name of substance, if known
 - Characteristics of spill (color, smell, visible gases)
 - Injuries, if any
 - Your name and telephone number
- ☐ Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- ☐ If necessary, proceed with school **EVACUATION** using primary or alternate routes, avoiding exposure to the chemical fumes.
- ☐ Post a notice on the school office door stating location of alternate school site.
- ☐ Notify District Superintendent of school status and location of alternate site.
- ☐ Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ☐ If **EVACUATION** is implemented, direct all students to report to nearest designated building or assembly area. Take class roster and emergency backpack and student kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.
- ☐ Upon arrival at evacuation site, take attendance. Notify principal/site administrator of any missing students.
- ☐ Upon arrival at evacuation site, take roll and report attendance to Principal immediately. Notify emergency response personnel of any missing students.
- ☐ Do not return to the building until emergency response personnel have determined it is safe.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE CIVIL DISTURBANCE

A civil disturbance is an unauthorized assemblage on the school grounds with the potential to:

- disrupt school activities;
- cause injury to staff and students; and/or
- damage property.

Precautionary measures must be taken to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students in their classrooms.

Inside School

STAFF ACTIONS:

- ☐ Report disruptive circumstances to principal/site administrator.
- ☐ Avoid arguing with participant(s).
- ☐ Have all students and employees leave the immediate area of disturbance.
- ☐ Lock doors. Account for all students and remain in classroom unless instructed otherwise by the principal or law enforcement.
- ☐ Stay away from windows and exterior doors.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ If the students are engaging in civil disobedience, keep the students confined to one room in the school building.
- ☐ Set up a communication exchange with the students, staff and principal. Try to restore order.
- ☐ If unable to calm students and violent or uncontrolled behavior is probably, notify police of situation and request assistance.
- ☐ Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

Outside of School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911.
- ☐ Move any students who are outside into the school building. If unable to do so, have students lie down and cover their heads.
- ☐ Once students are in the school building, lock and secure all exterior doors, including restrooms. Have custodians remove trash containers and other burnable items from public access.
- ☐ Cancel all outside activities.
- ☐ Maintain an accurate record of events, conversations and actions.
- ☐ Assign staff members to assist nurse as necessary.

STAFF ACTIONS:

- ☐ Close and lock classroom doors. Close all curtains and blinds. Keep students away from windows and take precautions to protect them from flying glass in the event windows are broken.

- ☐ Instruct students to **DUCK AND COVER**, lie on the floor and keep students calm.
- ☐ Care for the injured, if any.
- ☐ Remain with students within locked classrooms until all clear is given, regardless of bells and the school schedule.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

DEATH of a STUDENT

A student's death may be the result of a suicide, homicide, car accident, illness or other causes. It may have a profound effect on the school and may be one of the most difficult situations an administrator will face. A communications strategy developed in advance of such tragedy will help the administrator know what to say to the student's family and the school community.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911 and the District Office. Verify the death and obtain as much information about it as possible.
- ☐ Contact the student's family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
- ☐ Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
- ☐ If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence. Notify teachers prior to notification of students.
- ☐ Meet with front line staff/crisis team as soon as possible so that everyone understands the response plan.
- ☐ Determine whether additional resources are needed and make appropriate requests.
- ☐ Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for students and staff who want or need counseling support and assistance.
- ☐ Develop a plan for notifying other students and sharing information about availability of support services. Do not use the public address system.
- ☐ Go to each of the student's classes and notify his/her classmates in person.
- ☐ Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- ☐ Contact parents of those students who are affected by the crisis to determine appropriate support needed after leaving school. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.
- ☐ Make arrangements with the family to remove the student's personal belongings from the school.
- ☐ Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed. Thank all those who assisted.

STAFF ACTIONS:

- ☐ Allow students who wish to meet in counseling office or other appropriate place to do so. Encourage students to report any other students who might need assistance. Arrange with facilitator/counselor to individually escort each student to the counseling support site.

EMERGENCY RESPONSE

DEATH of a STAFF MEMBER

A reported death or serious illness among the school community may have a profound effect on students and staff alike.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Verify the death and obtain as much information about it as possible. Contact the Coroner's Office.
- ☐ Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
- ☐ If the death occurred in the evening or weekend, implement the staff phone tree so that teachers and staff members are informed about the occurrence. Notify teachers prior to notification of students.
- ☐ Contact the decedent's family to offer condolence and support. Obtain information about the funeral/memorial service. Respect the wishes of the family.
- ☐ Meet with front line staff/crisis team as soon as possible so that everyone understands the response plan.
- ☐ Determine whether additional resources are needed and make appropriate requests.
- ☐ Develop a plan for notifying students and sharing information about availability of support services. Do not use the public address system.
- ☐ Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for staff who want or need support and assistance.
- ☐ Facilitate classroom and small group discussions for students.
- ☐ Prepare a parent/guardian information letter and distribute it to students at the end of the day.
- ☐ Determine who from the decedent's family will secure the personal belongs. Make arrangements to remove the personal belongings from the school after school hours. Do not clean out personal belongings in the presence of students or staff.
- ☐ Meet with your staff/crisis team to debrief at the end of the day and determine what additional resources might be needed.
- ☐ Thank all those who assisted.
- ☐ Continue to monitor staff and students for additional supportive needs.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____

EMERGENCY RESPONSE

DIRTY BOMB

A dirty bomb is a mix of explosives, such as dynamite with radioactive power or pellets, set off to scatter dust and smoke in order to produce radioactive contamination. The main danger from a dirty bomb is from the explosion, which can cause serious injuries and property damage. While the radioactive materials used in a dirty bomb are probably insufficient to create immediate serious illness, they can be dangerous to health if inhaled. Low levels of radiation exposure do not cause noticeable symptoms. Higher levels of radiation exposure may produce nausea, vomiting, diarrhea and swelling and redness of the skin.

Outside, close to the incident.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ DO NOT MIX POPULATIONS. For those outside at the time of the explosion, initiate **REVERSE EVACUATION** to a separate building or location. Isolate them from those already inside. Do not risk contamination of those inside at the time of the explosion.
- ☐ Call 911. Provide location and nature of the emergency and school actions taken.
- ☐ Set up decontamination station where students and staff may shower or wash with soap and water.
- ☐ Prepare a list of those who are in the affected area to provide to emergency response personnel.
- ☐ Turn on a battery-powered commercial radio and listen for instructions.
- ☐ Notify District Superintendent of the situation.
- ☐ Arrange for medical attention for those injured by the explosion.
- ☐ Arrange for psychological counseling for students and staff.

STAFF ACTIONS:

- ☐ Cover nose and mouth with a cloth to reduce the risk of breathing in radioactive dust or smoke.
- ☐ Move students quickly to the closest suitable shelter to shield them from radiation. Keep them isolated from individuals inside at the time of the explosion. Do not risk contamination of those who were not outside.
- ☐ Avoid touching any objects thrown off by the explosion—they might be radioactive.
- ☐ Follow standard student assembly, accounting and reporting procedures.
- ☐ Immediately remove outer layer of clothing and mouth cover and seal in a plastic bag, if available. Removing outer clothes may get rid of up to 90% of radioactive dust. Put plastic bag away from the population where others will not touch it until authorities provide further instructions.
- ☐ Supervise decontamination station where students and staff may shower or wash with soap and water. Do not come into contact with water runoff.
- ☐ Do not return outside after decontamination. Remain in safe area, isolated from those who are unaffected, until emergency response personnel arrive

Inside, close to the incident

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ DO NOT MIX POPULATIONS. For those inside at the time of the explosion, initiate **SHELTER IN PLACE** procedures. Turn off HVAC system.
- ☐ Move to central location where windows and doors can be sealed with duct tape.
- ☐ Call 911. Provide location and nature of the emergency and school actions taken.
- ☐ Turn on a battery-powered commercial radio and listen for instructions.

- ☐ Notify District Superintendent of the situation.
- ☐ Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- ☐ Arrange for psychological counseling for students and staff.

STAFF ACTIONS:

- ☐ Keep students calm. Instruct students to **DUCK and COVER**.
- ☐ Turn off fans and air conditioning systems. Seal windows and air vents with duct tape. Close all curtains and blinds.
- ☐ Do not consume water or unpackaged food that was out in the open. Wash the outside of any container before opening it.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

EARTHQUAKE

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
- ☐ Send search and rescue team to look for trapped students and staff.
- ☐ Post guards a safe distance away from building entrances to assure no one re-enters.
- ☐ Notify District Office of school and personnel status. Determine who will inform public information media as appropriate.
- ☐ Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
- ☐ Determine whether to close school. If school must be closed, notify staff members, students and parents.

STAFF ACTIONS:

- ☐ Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
- ☐ Check for injuries, and render First Aid.
- ☐ After shaking stops, **EVACUATE** building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.
- ☐ Check attendance at the assembly area. Report any missing students to principal/site administrator.
- ☐ Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- ☐ Stay alert for aftershocks
- ☐ Do NOT re-enter building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- ☐ Move students away from buildings, trees, overhead wires, and poles. Get under table or other sturdy furniture with back to windows. If not near any furniture, 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. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- ☐ After shaking stops, check for injuries, and render first aid.

- ☐ Check attendance. Report any missing students to principal/site administrator.
- ☐ Stay alert for aftershocks.
- ☐ Keep a safe distance from any downed power lines
- ☐ Do NOT re-enter building until it is determined to be safe.
- ☐ Follow instructions of principal/site administrator.

During non-school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Inspect school buildings with Maintenance/Building and Grounds Manager to assess damage and determine corrective actions.
- ☐ Confer with District Superintendent if damage is apparent to determine the advisability of closing the school.
- ☐ Notify fire department and utility company of suspected breaks in utility lines or pipes.
- ☐ If school must be closed, notify staff members, students and parents.

Arrange for alternative learning arrangement such as portable classrooms if damage is significant and school closing will be of some duration.

- ☐ Notify District Office, who will inform public information media as appropriate.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

EXPLOSION

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

PRINCIPAL/SITE ADMINISTRATOR:

- ☐ Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to **EVACUATE** the building. **EVACUATION** may be warranted in some buildings but others may be used for **SHELTER IN PLACE**.
- ☐ Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- ☐ Secure area to prevent unauthorized access until the Fire Department arrives.
- ☐ Advise the District Superintendent of school status.
- ☐ Notify emergency response personnel of any missing students.
- ☐ Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- ☐ Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- ☐ Determine if Student Release should be implemented. If so, notify staff, students and parents.
- ☐ If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- ☐ Initiate **DROP, COVER AND HOLD ON**.
- ☐ If explosion occurred inside the school building, **EVACUATE** to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
- ☐ Check to be sure all students have left the school site. Remain with students throughout evacuation process.
- ☐ Upon arrival at assembly area, check attendance. Report status to site administrator immediately.
- ☐ Render first aid as necessary.
- ☐ Do not return to the building until the emergency response personnel determine it is safe to do so.
- ☐ If explosion occurred in the surrounding area, initiate **SHELTER IN PLACE**. Keep students at a safe distance from site of the explosion.

EMERGENCY RESPONSE

FIRE (offsite)

A fire in an adjoining area, such as a wildland fire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Determine if **EVACUATION** of school site is necessary.
- ☐ Contact local fire department (call 911) to determine the correct action for your school site.
- ☐ If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. If needed, contact bus dispatch for **OFF-SITE EVACUATION**.
- ☐ Direct inspection of premises to assure that all students and personnel have left the building.
- ☐ Notify the school district where the school has relocated and post a notice on the office door stating the temporary new location.
- ☐ Monitor radio station for information.
- ☐ Do not return to the building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- ☐ If students are to be evacuated, take attendance to be sure all students are present before leaving the building site.
- ☐ Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.
- ☐ Take attendance at the assembly area. Report any missing students to the principal/site administrator and emergency response personnel.
- ☐ Remain with students until the building has been inspected and it has been determined safe to return to.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

FIRE (onsite)

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the "fire is out".

Within School Building

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Sound the fire alarm to implement **EVACUATION** of the building.
- ☐ Immediately **EVACUATE** the school using the primary or alternate fire routes.
- ☐ Notify the Fire Department (call 911).
- ☐ Direct search and rescue team to be sure all students and personnel have left the building.
- ☐ Ensure that access roads are kept open for emergency vehicles.
- ☐ Notify District Office of situation.
- ☐ Notify appropriate utility company of suspected breaks in utility lines or pipes.
- ☐ If needed, notify bus dispatch for **OFF-SITE EVACUATION**.
- ☐ Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

STAFF ACTIONS:

- ☐ **EVACUATE** students from the building using primary or alternate fire routes. Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.
- ☐ Take attendance. Report missing students to the Principal/designee and emergency response personnel.
- ☐ Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Notify the Fire Department (call 911). The Fire Marshall will direct operations once on site.
- ☐ Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with school routine.

EMERGENCY RESPONSE

FLOOD

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Issue **STAND BY** instruction. Determine if evacuation is required.
- ☐ Notify local police department of intent to **EVACUATE**, the location of the safe evacuation site and the route to be taken to that site.
- ☐ Delegate a search team to assure that all students have been evacuated.
- ☐ Issue **Off Site Evacuation** instruction if students will be evacuated to a safer location by means of buses and cars.
- ☐ Post a notice on the office door stating where the school has relocated and inform the District Office.
- ☐ Monitor AM radio weather station _____ for flood information.
- ☐ Notify District Superintendent of school status and action taken.
- ☐ Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF ACTIONS:

- ☐ If warranted, **EVACUATE** students using evacuation plan. Take the class roster, emergency backpack and student comfort kits. Take attendance before leaving the campus.
- ☐ Remain with students throughout the evacuation process.
- ☐ Upon arrival at the safe site, take attendance. Report any missing students to principal/site administrator and emergency response personnel.
- ☐ Do not return to school building until it has been inspected and determined safe by property authorities.

BUS DRIVER ACTIONS:

- ☐ If evacuation is by bus, **DO NOT** drive through flooded streets and/or roads. **DO NOT** attempt to cross bridges, overpasses or tunnels that may be damaged by flooding.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____

EMERGENCY RESPONSE

GAS ODOR / LEAK

All school personnel, including cafeteria managers and custodians, shall immediately report any gas odor or suspected gas leak to the principal. If an odor is detected outside the building, it may not be necessary to evacuate.

STAFF ACTIONS:

- ☐ Notify principal.
- ☐ Move students from immediate vicinity of danger.
- ☐ Do not turn on any electrical devices such as lights, computers, fans, etc.
- ☐ If odor is severe, leave the area immediately.
- ☐ If the building is evacuated, take student attendance and report any missing students to Principal/Site Administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ If gas leak is internal, evacuate the building immediately.
- ☐ Call 911.
- ☐ Notify utility company.
- ☐ Determine whether to move to alternate building location.
- ☐ If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses.
- ☐ Do not return to the building until it has been inspected and determined safe by proper authorities.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

HAZARDOUS MATERIALS

The nature of the material and the proximity of the incident to the school site will determine which emergency ACTION should be implemented. Police, Fire or Public Health Department may order **EVACUATION** of the school. See also **BIOLOGICAL AGENT RELEASE** and **CHEMICAL ACCIDENT**.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911, if necessary.
- ☐ If there is a threat of airborne toxicity, shut-off ventilation system in affected area.
- ☐ Initiate **EVACUATION**. Any toxic cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If evacuating by foot, move crosswind to avoid fumes, never upwind or downwind.
- ☐ Isolate anyone suspected of being contaminated with a substance that could be transferred to others until public safety personnel carry out decontamination procedures.
- ☐ If time is available, initiate **Off Site Evacuation**, which may include the use of busses. Move students and staff away from the path of the hazardous materials.
- ☐ Notify District Superintendent.
- ☐ Wait for instructions from emergency responders-- Health or Fire Department.
- ☐ Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
- ☐ Upon return to school, ensure that all classrooms are adequately aired.

TEACHER ACTIONS:

- ☐ Follow standard student assembly, accounting and reporting procedures.
- ☐ Report names of missing students to office.
- ☐ Do not take unsafe actions such as returning to the building before it has been declared safe.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

HOSTAGE SITUATION

Hostage situations may unfold rapidly in a variety of ways. Events may range from a single perpetrator with a single hostage to several perpetrators with many hostages. Specific actions by school staff will be limited pending arrival of law enforcement officers. It is their responsibility to bring the situation to a successful conclusion. When as much of the school has been evacuated as can be accomplished, school staff should focus on providing support as needed to the police department, communicating with parents, and providing counseling for students.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS

- ☐ Call 911. Provide all known essential details of the situation:
 - Number of hostage takers and description
 - Type of weapons being used
 - Number and names of hostages
 - Any demands or instructions the hostage taker has given
 - Description of the area
- ☐ Identify an assembly area for responding officers away from the hostage situation. Have school liaison wait at assembly area for police to arrive.
- ☐ Protect building occupants before help arrives by initiating a **LOCKDOWN** or **EVACUATION** (or combination of both) for all or parts of the building.
- ☐ Secure exterior doors from outside access.
- ☐ When police arrive, assist them in a quiet, orderly evacuation away from the hostage situation.
- ☐ Gather information on students and/or staff involved and provide the information to the police. If the parent of a student is involved, gather information about the child.
- ☐ Identify media staging area, if appropriate. Implement a hotline for parents.
- ☐ Account for students as they are evacuated.
- ☐ Provide recovery counseling for students and staff.

STAFF ACTIONS:

- ☐ If possible, assist in evacuating students to a safe area away from the danger. Protect students by implementing a **LOCKDOWN**.
- ☐ Alert the principal/site administrator.
- ☐ Account for all students.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

INTRUDER

All public schools are required to post signs at points of entry to their campuses or buildings from streets and parking lots. The following statement should be used on signage:

All visitors entering school grounds on school days between 7:30 a.m. and 4:30 p.m. must register at the Main Office. Failure to do so may constitute a misdemeanor.

-- California Penal Code Title 15, Chapter 1.1 § 627.2

To prevent intruders on campus, keep doors secure, use sign-in sheets for visitors and cameras and staff to monitor entryways.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Initiate **LOCKDOWN**.
- ☐ Request intruder to leave campus. Remain calm. Be courteous and confident. Keep distance from the intruder. Speak in soft, non-threatening manner. Avoid hostile-type actions, except in cases when necessary to safeguard person or property. Listen to the intruder. Give him or her an opportunity to vent. Attempt to be helpful. When talking to the intruder, use phrases such as:
 - "What can we do to make this better?"*
 - "I understand the problem, and I am concerned."*
 - "We need to work together on this problem."*
- ☐ As soon as the conversation or actions of the individual become threatening or violent, call 911 immediately. Provide description and location of intruder.
- ☐ Keep subject in view until police or law enforcement arrives.
- ☐ Take measures to keep subject away from students and building.
- ☐ Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- ☐ When scheduling a meeting with an individual known to be aggressive, arrange for another staff member or student resource officer to be present.
- ☐ Be available to deal with the media and bystanders and keep site clear of visitors.

STAFF ACTIONS:

- ☐ Notify the principal/site administrator. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.
- ☐ Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
- ☐ Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass. Remain inside rooms until the **ALL CLEAR** instruction is announced.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

IRRATIONAL BEHAVIOR

A risk to the life and safety of students and staff may exist there is a serious display of disordered thought or behavior. Possible symptoms include: hallucinations, extreme paranoia, impaired judgment that may lead to unsafe decision-making and dangerous behavior (to self or others), incoherent or disjointed speech and self-injurious behavior such as: hitting head, cutting self. Attempts should be made to use de-escalation strategies, calming techniques (e.g., deep breathing), and to implement behavior plans, crisis plans or strategies in IEP, if in place.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Keep the individual under continuous adult supervision.
- ☐ Keep the individual on campus until parent/guardian has been notified.
- ☐ Arrange appropriate support services for necessary care of individual.
- ☐ If the individual actively displays dangerous behavior or there is reason to believe the student cannot be safely transported, call agencies as appropriate to coordinate emergency mental health services (e.g., mental health facilities, juvenile court, law enforcement).
- ☐ School professional (psychologist, counselor, social worker, nurse) should recommend next steps to the principal. The next steps may include:
 - Provide parents/guardian with the names and phone numbers of mental health resources
 - Recommend that the parents make an immediate contact with a therapist.
 - Request that parents/guardian to sign release forms to allow two-way communication between the school and the treating agency.
- ☐ Make a follow-up check with the treating agency, family and student as appropriate, to ensure that appropriate care has been arranged.
- ☐ Provide follow-up collaborative support for the student and parents (as indicated) within the school
- ☐ Develop a safety plan prior to the student's return to school.
- ☐ Document actions taken on behalf of the student (referrals, phone contacts, follow-up activities, etc.)

STAFF ACTIONS:

- ☐ Take immediate action to isolate the individual and provide safety to the student body. Do not leave the irrational individual alone.
- ☐ Notify principal/site administrator.
- ☐ Notify school nurse, school psychologist, counselor or social worker.
- ☐ Protect individual from injury.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE

KIDNAPPING

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Verify information with the source of the abduction report.
- ☐ Contact law enforcement (call 911) for assistance.
- ☐ Provide a picture and complete information on the student: name, age, description, home address, emergency contact information, and custody information if known (Emergency Protective Order, Domestic Violence Order).
- ☐ Provide suspect information to the police, if known.
- ☐ Contact the parents/guardian of the student involved and establish a communication plan with them.
- ☐ Obtain the best possible witness information.
- ☐ Conduct a thorough search of the school/campus/bus.
- ☐ Relay current information to police, parents and essential school staff.
- ☐ Designate a staff member as a key contact and personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
- ☐ Advise the law enforcement dispatcher of the staff member key contact's name and number.
- ☐ Provide the key contact with access to school records.
- ☐ Ask key contact to be available at school by phone beyond the close of the school day, if needed, until dismissed by the principal or law enforcement.
- ☐ When the child is found, contact all appropriate parties as soon as possible.

STAFF ACTIONS:

- ☐ Notify principal, providing essential details:
 - Name and description of the student
 - Description of the suspect
 - Vehicle information
- ☐ Move students away from the area of abduction.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

MEDICAL EMERGENCY

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. This is not a First Aid manual. When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Assess the victim (ABC – Airway, Breathing, Circulation. Call 911, if appropriate. Provide:

- School name, address including nearest cross street(s) and fastest way for ambulance to reach the building
- Exact location within the building
- Nature of the emergency and how it occurred
- Approximate age of injured person
- Caller's name and phone number

Do not hang up until advised to do so by dispatcher.

- ☐ Assign staff member to meet rescue service and show medical responder where the injured person is.
- ☐ Assemble emergency care and contact information of victim
- ☐ Monitor medical status of victim, even if he or she is transported to the hospital.
- ☐ Assign a staff member to remain with individual, even if he or she is

transported to the hospital.

- ☐ Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- ☐ Advise staff of situation (when appropriate). Follow-up with parents.

STAFF ACTIONS:

- ☐ Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- ☐ Notify Principal/Site Administrator.
- ☐ Stay calm. Keep individual warm with a coat or blanket.
- ☐ Ask school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- ☐ Do not give the individual anything to eat or drink.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

Universal Precautions when Treating a Medical Emergency

- Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
- Wash hands thoroughly after providing care.

EMERGENCY RESPONSE

MISSING STUDENT

If a student is missing, a search of the school should be organized immediately. If at any point the child is found, inform everyone who was notified of the incident that the student is no longer missing.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911 and explain the situation.
- ☐ Appoint staff to surveillance points; ask staff to note license plate numbers and look for any unusual activity.
- ☐ Conduct an immediate search of the school campus/bus, as appropriate.
- ☐ Gather information about student to provide to law enforcement authorities:
 - photo
 - home address
 - parent contact numbers
 - class schedule
 - special activities
 - bus route /walking information
- ☐ Notify parents/guardians if the student is not found promptly.
- ☐ If case involves abduction, begin gathering witness information for the police. Interview friends, last person to see student.
- ☐ Double-check circumstances:
 - Did someone pick up the student?
 - Could the student have walked home?
 - Is he or she at a medical appointment or another activity?
- ☐ Assist police with investigation. Provide a photo and complete information on the missing child: name. Assure that all parties who know the student or have participated in the search are available to speak with police when they arrive.
- ☐ Designate a staff member as a key contact and personally answer the phone line (no voice mail) to receive and provide updated status as it becomes available.
- ☐ Advise law enforcement dispatcher of the staff member key contact's name and number.
- ☐ If missing during bus transportation, provide law enforcement with child's bus stop location and nearest other bus stops.
- ☐ Have driver keep in communication with the transportation dispatcher. Have transportation dispatcher coordinate efforts and information with the law enforcement dispatcher
- ☐ Exchange phone numbers (household, cell phone, school key contact) with parents/guardian.
- ☐ When the child is found, contact all appropriate parties as soon as possible.
- ☐ Arrange for counseling of students, as needed.

STAFF ACTIONS:

- ☐ Confirm that student attended school that day. Notify Principal.
- ☐ Provide description of the student, including height, weight, clothing worn that day, backpack, where last seen and when.
- ☐ Bring all students indoors. Immediately lock exterior access to the school and secure the campus. Do not let any individuals leave. Do not let unauthorized individuals come onsite.
- ☐ Take attendance in the classroom and report any other missing students to the office. Keep students in secure areas until notified to resume regular school activities.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

MOTOR VEHICLE CRASH

A motor vehicle crash may result in a fuel or chemical spill on school property. If the crash results in a utility interruption, refer to the section on Utility Failure.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Notify police and fire department (call 911).
- ☐ Determine immediate response procedures, which may include **EVACUATION**, or **OFF-SITE EVACUATION** which may include the use of busses or alternate transportation.
- ☐ Arrange for first aid treatment and removal of injured occupants from building.
- ☐ Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.
- ☐ Ensure that students and staff remain at a safe distance from the crash.
- ☐ Account for all building occupants and determine extent of injuries.
- ☐ Notify District Superintendent.

STAFF ACTIONS:

- ☐ Notify Principal.
- ☐ Move students away from immediate vicinity of the crash.
- ☐ **EVACUATE** students to a safe assembly area away from the crash scene. Take class roster/nametags and emergency backpack.
- ☐ Check school site to assure that all students have evacuated.
- ☐ Take attendance at the assembly area.
- ☐ Report missing students to the principal /designee and emergency response personnel.
- ☐ Maintain control of the students a safe distance from the crash site.
- ☐ Care for the injured, if any.
- ☐ Escort students back to the to the school site when emergency response officials have determined it is safe to return to the building.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

PANDEMIC INFLUENZA

Influenza 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 and 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 schools and the community. Individual schools may be closed temporarily to contain spread of the virus.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Activate heightened surveillance of illness within school site. Gather data on symptoms of students and staff who are sick at home.
- ☐ Insure that students and staff members who are ill stay home.
- ☐ Send sick students and staff home from school immediately.
- ☐ Provide fact sheets and guidelines for school 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 informed of developing issues.
- ☐ Assist the Department of Health and Human Services in monitoring outbreaks.
- ☐ Respond to media inquiries regarding school attendance status.
- ☐ Implement online education, if necessary, so that students can stay home.
- ☐ Maintain surveillance after the initial epidemic in the event a second wave passes through the community.

STAFF and STUDENT ACTIONS:

- ☐ Stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat).
- ☐ Practice "respiratory hygiene etiquette".
- ☐ Disinfect surfaces contaminated with infected respiratory secretions with a diluted bleach solution (1 part bleach to 100 parts water).
- ☐ Implement online homework assignments so that students can stay home.

Respiratory Hygiene Etiquette

- Cover your cough and sneeze with a tissue
- Wash hands with soap and water or a waterless hand hygiene product
- Place used tissues into a sealed bag

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE POISONING/CONTAMINATION

This procedure applies if there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies or suspicion of possible food/water contamination. Indicators of contamination may include unusual odor, color and/or taste or multiple individuals with unexplained nausea, vomiting or other illnesses.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911.
- ☐ Isolate suspected contaminated food/water to prevent consumption. Restrict access to the area.
- ☐ Maintain a log of affected students and staff and their systems, the food/water suspected to be contaminated, the quantity and character of products consumed and other pertinent information.
- ☐ Provide list of potentially affected students and staff to responding authorities.
- ☐ Provide staff with information on possible poisonous materials in the building.
- ☐ Notify District Superintendent of situation and number of students and staff affected.
- ☐ Confer with Department of Health and Human Services before the resumption of normal school activities.
- ☐ Prepare communication for families advising them of situation and actions taken.

STAFF ACTIONS:

- ☐ Notify principal/site administrator.
- ☐ Call the Poison Center Hotline 1-800-222-1222.
- ☐ Administer first aid as directed by poison information center.
- ☐ Seek additional medical attention as needed.

PREVENTATIVE MEASURES:

- ☐ Keep poisonous materials in a locked and secure location.
- ☐ Post the Poison Control Center emergency number in the front office, school clinic and on all phones that can call outside.
- ☐ Post the names of building personnel who have special paramedic, first aid training or other special lifesaving or life-sustaining training.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____

EMERGENCY RESPONSE

PUBLIC DEMONSTRATION

When an advance notice of a planned protest is given, inform the staff of the planned demonstration. An information letter to parents should be developed.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Obtain information on when, why and how many people are expected. Identify the spokesperson for the group
- ☐ Contact local police department for the school's jurisdiction and advise them of the situation.
- ☐ Notify staff of the planned demonstration.
- ☐ Develop an information letter to parents.
- ☐ Assign a staff member to act as liaison with police, media and, possibly the demonstrating group.
- ☐ Designate a staff member to handle incoming calls during the demonstration.
- ☐ Establish areas where demonstrators can set up without affecting the operation of the school
- ☐ Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

STAFF ACTIONS:

- ☐ Do not allow students to be interviewed by the media or join in the demonstration

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

SEXUAL ASSAULT

Sexual assault and abuse is any type of sexual activity that a person does not agree to, including:

- inappropriate touching
- vaginal, anal, or oral penetration
- sexual intercourse that is not wanted
- rape
- attempted rape
- child molestation

Sexual assault can be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. It can occur by a stranger in an isolated place, on a date, or in the home by someone who is a friend or acquaintance. Depending on the situation, the victim should not eat or drink, change clothes or shower while awaiting police.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911 if the assault is physical.
- ☐ Close off the area to everyone.
- ☐ Assign a counselor/staff member to remain with the victim.
- ☐ Review possible need for a **Lockdown** or **Secure Campus** until circumstances surrounding the incident are known.
- ☐ Notify victim's family.
- ☐ If child abuse is suspected, notify law enforcement. Notify student services staff members, as appropriate.
- ☐ The police will coordinate collection of evidence and questioning of the victim and suspects. Cooperate with any law enforcement agency conducting investigations.
- ☐ Discuss with counselors how to handle emotional effects of the incident on student and staff population. Plan appropriate school events for next day.
- ☐ Coordinate statements to media, families and community. Be aware of rumors that may start from this type of incident and address those rumors directly using facts.

STAFF ACTIONS:

- ☐ Determine if immediate medical attention is needed. If so, call 911.
- ☐ Isolate the victim from activity related to the incident.
- ☐ Avoid asking any questions except to obtain a description of the perpetrator.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

Severe Weather

Severe weather can be accompanied by high winds, downed trees, and swollen creeks. An emergency response is required when this type of weather poses any risk to the staff and students. Assure that each student's method of returning home is safe and reliable.

Severe Storm

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Monitor weather forecasts and weather-related communications to determine onset of storm conditions that may affect school operations.
- ☐ Report to site by 6 a.m. to check for power outages, flooding, etc.
- ☐ Determine whether school will be closed or remain open.
- ☐ Notify superintendent of school status.
- ☐ Assign staff to activate staff and parent phone trees
- ☐ Post school status on school website.
- ☐ Notify utility companies of any break or suspected break in utility lines.
- ☐ Take appropriate action to safeguard school property.
- ☐ Upon passage of the storm, return to normal routine.

Windstorm

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Monitor weather forecasts to determine onset of storm conditions that may affect school operations
- ☐ Notify utility companies of any break or suspected break in utility lines.
- ☐ Keep staff and students in sheltered areas of the building until winds have subsided and it is safe to return to the classroom.
- ☐ Take appropriate action to safeguard school property.
- ☐ Upon passage of the storm, return to normal routine.

STAFF ACTIONS:

- ☐ Evacuate any classrooms bearing full force of wind. Evacuate to lower floor of school building near inside walls.
- ☐ Initiate **TAKE COVER** with students in the shielded areas within the building. Stay away from windows.
- ☐ Take attendance. Report any missing students to principal/site administrator.
- ☐ Close all blinds and curtains.
- ☐ Avoid auditoriums, gymnasiums and other structures with large roof spans.
- ☐ Remain with students near an inside wall or on lower floors of the building. Make arrangements for special needs, snacks and quiet recreational activities.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE

STUDENT RIOT

A student riot is an assemblage of students whose purpose and conduct threatens the safety and security of the school community and school property. Students who participate in a riot on campus should be informed that they will be suspended or possibly arrested if they do not comply with instructions. Providing a timely opportunity for students to vent, in a safe and constructive atmosphere, should prevent the escalation of violence.

STUDENT ACTIONS:

- ☐ In a violent situation, immediately notify the first available adult.
- ☐ Do not retaliate or take unnecessary chances.
- ☐ Move away from the area of agitation.
- ☐ Hold on to belongings to the extent that it is safe to do so; do not pick up anything and do not go back for anything until receiving clearance to do so.
- ☐ Stay calm and reassure fellow students.
- ☐ Assist teachers and staff in accounting for students.
- ☐ Share all relevant information with law enforcement, teachers, and school staff.
- ☐ Follow directions from school administrator or law enforcement directions about where to go.
- ☐ Do not speculate to others or perpetuate rumors.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Initiate **LOCKDOWN**, if warranted. Alert other administrators about the incident.
- ☐ Control student ingress and egress from campus.
- ☐ Identify why the disruption is occurring. If necessary, notify police to request assistance.
- ☐ If disruption is non-violent, notify school resource officer or school education officer.
- ☐ Clearly communicate to all students (via announcement or bullhorn), in the presence of staff or adult witnesses, that students should either attend classes or move to a designated safe area. Inform students that they will be suspended or possibly arrested if they do not comply with instructions.
- ☐ Assign staff member to be responsible for media relations and for setting up a staging area for the media.
- ☐ If student disruption persists, after a second warning, take appropriate disciplinary action as outlined by the Student Responsibilities and Rights Handbook.
- ☐ Notify parents about the incident, as appropriate.
- ☐ After insuring physical safety of those involved, provide crisis intervention or counseling to meet psychological needs of students and staff.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE

SUICIDE ATTEMPT

Suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but also on others in the school community. There is no way to predict who will commit suicide, or when, but there are warning signs, including: increasing talk of death, talk about not being worth living and reckless behavior. School staff with reasonable cause to believe that a student is suicidal should begin the intervention process immediately. Parents must always be contacted. Attention should focus on the safety and best interests of the student, whose health, life or safety may be endangered

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call ambulance in event of overdose or injury requiring medical attention.
- ☐ Call 911 if immediate threat exists to the safety of the student or others.
- ☐ Calm student by talking and reassuring until police arrive. Try to have the student relinquish devices for and means of harming self. If individual is armed with any type of weapon, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
- ☐ Cancel all outside activities.
- ☐ Determine if the student's distress appears to be the result of parent or caretaker abuse, neglect, or exploitation. If not, contact parents/guardians and encourage them to have the child evaluated. Provide a list of referral sources and telephone numbers.
- ☐ If allegations warrant, refer student to Child Protective Services. Contact parents/guardians and inform them of actions taken.
- ☐ Arrange for medical or counseling resources that may provide assistance.

STAFF ACTIONS:

- ☐ Inform the Principal of what was written, drawn, spoken and/or threatened.
- ☐ Move other students away from the immediate area, but remain with the troubled student until assistance arrives.
- ☐ Calmly talk to the student to determine whether he/she has any life-threatening devices (e.g., gun, knife, drugs, etc.) If possible, calmly remove them from the student and the immediate environment. Do NOT struggle if you meet resistance.
- ☐ Calmly move the student to a pre-arranged, non-threatening place away from other students where a Crisis Intervention Team member and a telephone will be close by.

Steps for Suicide Intervention

1. Stabilize individual
2. Assess risk
3. Determine services needed
4. Inform
5. Follow-up

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE

SUSPICIOUS PACKAGE

The following list shows some types of parcels that should draw immediate concern:

- Foreign mail, air mail and special delivery
- Restrictive markings, e.g., "Personal"
- Handwritten or poorly-typed addresses
- Titles but no names
- Misspelling of common names
- Excessive weight, unevenly distributed
- No return address
- Excessive postage
- Excessive masking tape, string
- Oily stains or discoloration
- Protruding wires or tin foil
- Rigid envelope

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Call 911.
- ☐ Make a list of all persons who came into contact with the package. Include work and home phone numbers for any necessary follow-up.
- ☐ Prevent others from coming into the area.
- ☐ Ask everyone who has been in contact with the package to remain until instructed to leave by Public Safety or Public Health responders.
- ☐ If powder spills out, shut the ventilation system, heating system, or air
- ☐ Public health and safety staff will determine the need for decontamination and initiation of prophylaxis treatment.
- ☐ Advise staff when the emergency is over. Go home, take a shower and wash clothes. Do not use bleach on your skin.

STAFF ACTIONS if package is unopened and not leaking:

- ☐ Do not open package. Do not pass it around to show it to other people.
- ☐ Do not bend, squeeze, shake or drop package.
- ☐ Put package in a container such as a trash can to prevent leakage. Move it a safe distance from other people.
- ☐ Leave the room promptly and prevent anyone from entering.
- ☐ Notify principal or Site Administrator.

STAFF ACTIONS if package is leaking:

- ☐ Do not sniff, touch, taste, or look closely at the spilled contents.
- ☐ Do *not* clean up the powder.
- ☐ Put the package on a stable surface.
- ☐ Leave the room promptly and prevent anyone from entering.
- ☐ Wash hands thoroughly with soap and water.
- ☐ Notify principal or Site Administrator.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE

TERRORIST ATTACK / WAR

Thorough crisis planning will carry the school and district a long way in responding to a terrorist incident during school hours. A terrorist attack may result in the following:

- Damage beyond school boundaries;
- Victims who are contaminated or seriously injured;
- Widespread fear and panic;
- A crime scene to protect.

Civil Defense Warning of Possible Enemy Attack

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Move students to closest suitable shelter.
- ☐ If the above is not advisable, remain in school building and initiate **Duck, Cover and Hold On**.

STAFF ACTIONS:

- ☐ Keep students calm.
- ☐ Close all curtains and blinds.

Enemy Attack Without Warning

STAFF ACTIONS:

- ☐ Keep students calm.
- ☐ Close all curtains and blinds.
- ☐ Instruct students to DUCK AND COVER.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

THREAT LEVEL RED

These are actions to take when the Homeland Security Advisory System risk is set at "Threat Level Red", specific to the community.

During school hours

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ☐ Listen to radio and TV for current information and instructions.
- ☐ Initiate **ACTION** appropriate for the situation. Action may likely involve **DUCK, COVER and HOLD, EVACUATION, SHELTER IN PLACE** or **TAKE COVER**.
- ☐ Continue to monitor media for specific situation.
- ☐ Be alert and immediately report suspicious activity to proper authorities.
- ☐ If circumstances and time allow, move students to closest suitable shelter.
Location: _____
Procedure for movement to shelter: _____
- ☐ If moving students is not advisable, remain in building as place of shelter.
- ☐ Close school if recommended to do so by appropriate authorities.

OFFICE STAFF ACTIONS:

- ☐ Require identification check for anyone entering school other than students, staff and faculty.
- ☐ Escort visitors to location in school building.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

THREATS / ASSAULTS

Threats occur when a belligerent or armed person on the school site bullies, intimidates or coerces others, targeting an individual, particular group or the entire school community. Threats are presented as overt hostility. They may be received by written note, email communication, phone call or orally. The procedure below applies to an oral threat.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Assess the type of threat to determine the level of risk to the safety of students and staff. In categorizing the risk, attempt to determine:
 - 1) Is the individual moving towards violent action?
 - 2) Is there evidence to suggest movement from thought to action?
 - High violence potential qualifies for arrest or hospitalization.
 - Safety is endangered when there is: (a) sufficient evidence of repetitive/ intentional infliction of emotional distress upon others; or (b) sufficient evidence of the unintentional infliction of emotional distress upon others.
- ☐ Notify police (dial 911), if the safety of students or staff is endangered. Provide exact location and nature of incident and school response actions.
- ☐ Isolate the threatening person from other students and staff, if it is safe to do so. Initiate appropriate response actions, which may be **LOCKDOWN** or **EVACUATION**. Cancel all outside activities.
- ☐ Respond to students who are prone to overt displays of anger in a calm, non-confrontational manner. If an immediate threat is not clearly evident, attempt to diffuse the situation.
- ☐ If an individual is armed with any type of weapon, **USE EXTREME CAUTION**. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.
- ☐ Facilitate a meeting with student(s) and family to review expectations.
- ☐ Facilitate a staff meeting to review plans for keeping school safe. Enlist the support of community service providers.

STAFF ACTIONS:

- ☐ If any students are outside, move them inside the building or away from the site of the threat/assault. If unable to do so, have students lie down and cover their heads. Keep students calm.
- ☐ Inside the classroom, institute **LOCKDOWN**. Close all curtains and blinds.
- ☐ Disconnect the school television system in classrooms so the individual cannot view news coverage and see locations of police/students/etc.
- ☐ Remain with students until **ALL CLEAR** is given.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____

EMERGENCY RESPONSE

TSUNAMI

Generated by earthquakes, underwater disturbance or volcanic eruption, a tsunami is a series of waves that come onshore as a rapidly rising surge of water. Tsunami waves can travel at speeds up to 600 miles per hour in the open ocean. Areas at greatest risk of inundation are less than 25 feet above sea level and within one mile of the coastline.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

Before

- ☐ Know the height of the school above sea level and its distance from the shoreline. Evacuation orders may be based on these numbers.
- ☐ Be familiar with tsunami warning signs. An earthquake or a sizable ground rumbling is a warning signal to people living near the coast. A noticeable rapid rise or fall in coastal waters may indicate an approaching tsunami.
- ☐ Make plans for evacuation by vehicle and/or by foot. Pick an inland location that is elevated. Identify an alternative evacuation site in case roads are blocked.

During

- ☐ Heed natural warnings. An earthquake or rapid fall in coastal waters may serve as a warning that a tsunami is coming.
- ☐ Monitor the NOAA Weather Radio Service for tsunami warnings:
<http://wcatwc.arh.noaa.gov/>. Authorities will issue a warning and tone alert only if they believe there is a potential threat of a tsunami.
- ☐ Quickly move students and staff to higher ground as far inland as possible. Follow instructions issued by local authorities. Planned evacuation routes may be blocked; bridges may be damaged. Every foot inland or upwards may make a difference.
- ☐ Notify superintendent of school status.
- ☐ Remain on safe ground until local authorities advise it is safe to return.

After

- ☐ Stay tuned to the National Weather Service for the latest emergency information. The tsunami may have damaged roads, bridges, and other structures that may be unsafe.
- ☐ Expect debris.
- ☐ Stay out of damaged buildings and those surrounded by water. Tsunami water can undermine foundations and cause walls and floors to collapse.
- ☐ Determine whether school will be closed or remain open.
- ☐ Notify superintendent of school status.
- ☐ Assign staff to activate staff and parent phone trees.
- ☐ Post school status on school website.
- ☐ Arrange with authorities to check for broken or leaking gas lines, flooded electrical circuits, furnaces or electrical appliances. Flammable or explosive materials may come from upstream.
- ☐ Check food supplies and test drinking water. Discard food that has come in contact with flood waters. It may be contaminated and should be thrown out. Use tap water only if local health officials advise it is safe.
- ☐ Photograph the damage, both of the building and its contents, for insurance claims.

STAFF ACTIONS:

- ☐ If there is a coastal earthquake, initiate **TAKE COVER** with students in the shielded areas within the building. Stay away from windows.
- ☐ When the shaking stops, quickly move students and staff to higher ground, at least 100 feet above sea level and two miles inland. Buildings located in low-lying coastal areas are not safe. Do NOT stay in such buildings if there is a tsunami warning. Be careful to avoid downed power lines.
- ☐ Take attendance. Report any missing students to principal/site administrator.
- ☐ Keep students and staff away from the beach. Watching a tsunami from the beach or cliffs could put them in grave danger. A second wave may be more destructive than the initial one. A tsunami can move faster than a person can escape it.
- ☐ Return to school only if authorities advise it is safe to do so.

ADDITIONAL STEPS FOR THE SCHOOL:

- _____
- _____
- _____
- _____

EMERGENCY RESPONSE

UTILITY FAILURE

Failure of any of the utilities (electricity, gas, water) during school hours constitutes a condition that must be dealt with on a situational basis. Advance notice may be received from a utility company regarding loss of service. In many cases, such loss of service will be of short duration and require no special action other than notifying staff of the temporary interruption of service.

PRINCIPAL/SITE ADMINISTRATOR:

- ☐ Notify utility company. Provide the following information:
 - Affected areas of the school site
 - Type of problem or outage
 - Expected duration of the outage, if known
- ☐ Determine length of time service will be interrupted.
- ☐ Determine desired action, which may include relocation of students and staff, notification of parents, and alternate food service.
- ☐ If disruption in service will severely hamper school operation, notify students and staff by appropriate means.
- ☐ Use messengers with oral or written word as an alternate means of faculty notification.
- ☐ Notify District Office of loss of service.
- ☐ Implement plan to provide services without utilities or with alternate utilities.

A. Plan for Loss of Water

Toilets: _____

Drinking Water: _____

Food Service: _____

Fire Suppression: _____

Other: _____

B. Plan for Loss of Electricity

Ventilation: _____

Emergency Light: _____

Computers: _____

Other: _____

C. Plan for Loss of Natural Gas

Heat: _____

Food Service: _____

Other: _____