

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



## **BOARD OF TRUSTEES**

**Mr. Ernest "Mo" Morrison**, President  
**Mrs. Debra M. Cordes**, Clerk  
**Mr. Denis O'Leary**, Member  
**Mrs. Veronica Robles-Solis**, Member  
**Ms. Monica Madrigal Lopez**, Member

## **ADMINISTRATION**

**Dr. Cesar Morales**  
District Superintendent  
**Ms. Lisa Cline**  
Deputy Superintendent,  
Business & Fiscal Services  
**Dr. Jesus Vaca**  
Assistant Superintendent,  
Human Resources & Support Services  
**Ms. Robin I. Freeman**  
Assistant Superintendent,  
Educational Services

## **AGENDA #11 REGULAR BOARD MEETING**

**Wednesday, February 15, 2017**

**5:00 p.m. – Study Session**

**Closed Session To Follow**

**7:00 PM - Regular Board Meeting**

**\*NOTE:** In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting date.

**Persons wishing to address the Board of Trustees** on any agenda item may do so by completing a "**Speaker Request Form**" and submitting the form to the **Asst. Supt. of Human Resources**. The Speaker should indicate on the card whether they wish to speak during Public Comment or when a specific agenda item is considered.

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

[www.oxnardsd.org](http://www.oxnardsd.org)

OPIE TV – Channel 20 &  
Verizon FIOS - Channel 37



**Vision:**

Empowering All Children to Achieve Excellence

**Mission:**

Ensure a culturally diverse education for each student in a safe, healthy and supportive environment that prepares students for college and career opportunities.



**Visión:**

Capacitar a cada alumno para que logre la excelencia académica

**Misión:**

Asegurar una educación culturalmente diversa para todo el alumnado en un ambiente seguro, saludable y propicio que les prepare para la Universidad y el acceso a oportunidades para desarrollar una carrera profesional.

## Section A PRELIMINARY

### A.1 Call to Order and Roll Call 5:00 PM

The President of the Board will call the meeting to order. A roll call of the Board will be conducted.

### A.2 Pledge of Allegiance to the Flag

Ms. Christine McDaniels, Principal at Kamala Academy of the Arts and Technology, will introduce Raul Solano, 3<sup>rd</sup> grader in Mr. Matthew Bowe's class, who will lead the audience in the Pledge of Allegiance.

### A.3 District's Vision and Mission Statements

The District's Vision and Mission Statements will be read by Patricia Ambriz, 3<sup>rd</sup> grader in Mr. Matthew Bowe's class in English; and Nancy Lopez, 3<sup>rd</sup> grader in Mr. Matthew Bowe's class will read them in Spanish.

### A.4 Presentation by Kamala Academy of the Arts and Technology

Ms. Christine McDaniels will provide a short presentation to the Board regarding Kamala Academy of the Arts and Technology. Following the presentation President Morrison will present a token of appreciation to the students that participated in the Board Meeting.

### A.5 Recognition of Oxnard School District's Million Word Readers (Freeman/Curtis)

The Board of Trustees will recognize Oxnard School District Kamala Students who have read One Million Words.

### A.6 Adoption of Agenda (Superintendent)

Moved:  
Seconded:  
Vote:

#### **ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O'Leary \_\_, Cordes \_\_, Morrison \_\_**

### A.7 Study Session – Student Achievement Presentation (Freeman/Curtis)

The Board of Trustees will receive a presentation from the Assistant Superintendent, Educational Services and the Director of Curriculum, Instruction and Accountability, regarding student achievement.

### A.8 Closed Session – Public Participation/Comment (Limit three minutes per person per topic)

Persons wishing to address the Board of Trustees on any agenda item identified in the Closed Session agenda may do so by completing a "Speaker Request Form" and submitting the form to the Assistant Superintendent of Human Resources and Support Services. Public Comment shall be limited to fifteen (15) minutes per subject with a maximum of three (3) minutes per speaker.

*The Board will now convene in closed session to consider the items listed under Closed Session.*

### A.9 Closed Session

1. Pursuant to Section 54956.9 of *Government Code*:
  - Conference with Legal Counsel – Anticipated Litigation: 1 case
  - Conference with Legal Counsel – Existing Litigations: 4 cases
    - Office of Administrative Services Case No.: 201610053, 2016090944, 2016110811 and 2016091008.

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**Section A  
PRELIMINARY**  
(continued)

***A.9 Closed Session (continued)***

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2. REMOVAL/SUSPENSION/EXPULSION OF A STUDENT (*Education Code 48912; 20 U.S.C. Section 1232g*)
  - Case No. 16-05 (Action Item)
  
3. Pursuant to Sections 54957.6 and 3549.1 of the *Government Code*:
  - Conference with Labor Negotiator:
    - Agency Negotiators: OSD Assistant Superintendent, Human Resources & Support Services, and Garcia Hernández & Sawhney, LLP
    - Association(s): OEA, OSSA, CSEA;
    - and All Unrepresented Personnel – Administrators, Classified Management, Confidential
  
4. Pursuant to Section 54956.8 of the *Government Code*:
  - Conference with Real Property Negotiators (for acquisition of new school site):
    - Property: Parcel located Teal Club Road, North of Teal Club Road, South of Doris Avenue
    - Agency Negotiators: Superintendent/Deputy Superintendent, Business & Fiscal Services/ Garcia Hernandez & Sawhney, LLP/ Caldwell Flores Winters Inc.
    - Negotiating Parties: Dennis Hardgrave on behalf of the property owners
    - Under Negotiations: Instruction to agency negotiator on price and terms.
  
5. Pursuant to Section 54957 of the *Government Code* and Section 44943 of the *Education Code* the Board will consider personnel matters, including:
  - Public Employee(s) Discipline/Dismissal/Release
  - Public Employee(s) Reassignment/Appointment:
  - Public Employee(s) Non Re-Elects
  - Public Employee Evaluation(s): Principals

***A.10 Reconvene to Open Session***

**7:00 PM**

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***A.11 Report Out of Closed Session***

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The Board will report on any action taken in closed session or take action on any item considered in closed session, including expulsion of students.

***A.12 Recognition of Oxnard School District’s Million Word Readers (Freeman/Curtis)***

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The Board of Trustees will recognize Oxnard School District Students who have read One Million Words.

***A.13 Teacher Pathway Program (Vaca)***

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The Board of Trustees will receive a presentation from the Assistant Superintendent, Human Resources and Support Services, regarding the 2016-2017 Oxnard School District Teacher Pathway Program.

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**Section B**  
**PUBLIC COMMENT/HEARINGS**

***B.1 Public Comment*** (3 minutes per speaker)

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Members of the public may address the Board on any matter within the Board's jurisdiction at this time or at the time that a specific agenda item is being considered. Comments should be limited to three (3) minutes. Please know this meeting is being video-recorded and televised. The Board particularly invites comments from parents of students in the District.

***B.1 Comentarios del Público*** (3 minutos para cada ponente)

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Los miembros del público podrán dirigirse a la Mesa Directiva sobre cualquier asunto que corresponda a la jurisdicción de la Mesa Directiva en este periodo o cuando este punto figure en el orden del día y sea analizado. Los comentarios deben limitarse a tres (3) minutos. Tenga presente que esta reunión está siendo grabada y televisada. La Mesa Directiva invita en particular a los padres y alumnos del distrito a que presenten sus comentarios.

**Note: No new items will be considered after 10:00 p.m. in accordance with  
Board Bylaws, BB 9323 – Meeting Conduct**

**Section C  
CONSENT AGENDA**

(All Matters Specified as Consent Agenda are considered by the Board to be routine and will be acted upon in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board request specific items be discussed and/or removed from the Consent Agenda.)

Notes:  
Moved:  
Seconded:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O’Leary \_\_, Cordes \_\_, Morrison \_\_**

***C.1 Acceptance of Gifts***

It is recommended that the Board accept the following gifts:	Dept/School
▪ From Kristina Kalaydjian, to Soria School, a donation of \$324.00 to purchase new uniforms for the 7 <sup>th</sup> and 8 <sup>th</sup> grade basketball team;	Fox
▪ From Girls Scout Troop #65202, to Soria School, a donation of \$2,160.00 to purchase 144 books to support the reading program at Soria.	Fox

***C.2 Agreements***

It is recommended that the Board approve the following agreements:	Dept/School
<b>Academic:</b>	
▪ #16-229 with Center for Teaching for Biliteracy, to provide professional development in the area of the Dual Language Program, February 16, 2017 through June 30, 2018; amount not to exceed \$81,500.00, to be paid with Title I Funds;	Freeman/ DeGenna
<b>Support Services:</b>	
▪ #16-228 with Nigro & Nigro, PC, for professional audit services for fiscal years 2017-2018, 2018-2019 and 2019-2020; three year total not to exceed \$195,125.00, to be paid with General Funds.	Cline/ Penanhoat

***C.3 Ratification of Agreement:***

It is recommended that the Board ratify the following agreements:	Dept/School
<b>Academic:</b>	
▪ #16-227 with Houghton Mifflin Harcourt, provided professional development to staff in the Oxnard School District for the English Language Development Curriculum, English 3D; amount not to exceed \$5,900.00, to be paid with General Fund, Non-Targeted.	Freeman

***C.4 Ratification of Amendment #4 to Agreement #12-118 Flewelling & Moody Architecture Inc.***

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services and the Director of Facilities, that the Board of Trustees ratify Amendment #4 to Agreement #12-118 with Flewelling & Moody Architecture Inc., to provide additional services for DSA Closeout and Certification Assistance for various projects and provide design services for installation of perimeter fencing and sidewalks and installation of playground equipment, curb and safety surface at Drifill School; in the amount of \$158,000.00, to be paid with Deferred Maintenance Funds.	Dept/School Cline/ Fateh
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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**Section C**  
**CONSENT AGENDA**

(continued)

***C.5 Approve Request to Attend Out-of-State Conference – Dallas, TX***

It is the recommendation of the Assistant Superintendent, Educational Services and the Director of English Learner Services, that the Board of Trustees approve request for Dr. Marlene Batista to attend the NABE 2017 Conference in Dallas, Texas, February 20-25, 2017; not to exceed \$3,500.00 for registration, airfare, lodging and meals; to be paid with English Learner Services Funds.	Dept./School Freeman/ Batista
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***C.6 Approve Request to Attend Out-of-State Conference – Washington, DC***

It is the recommendation of the Assistant Superintendent, Educational Services, that the Board of Trustees approve request for Robin Freeman, Assistant Superintendent, Educational Services, Mary Curtis, Director of Curriculum, Instruction and Accountability, and Valerie Mitchell, Chief Information Officer to attend the Leaders to Learn From Conference in Washington, DC, March 30-31, 2017; not to exceed \$10,000.00 for registration, airfare, lodging and meals; to be paid with Title II Funds.	Dept./School Freeman
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***C.7 2016-2017 2<sup>nd</sup> Quarter Williams VCOE Activity Report***

It is the recommendation of the Assistant Superintendent, Human Resources and Support Services and the Risk Manager that the Board of Trustees review and accept the 2016-2017 2 <sup>nd</sup> Quarter Williams VCOE Activity Report, as presented.	Dept./School Vaca/ Magaña
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***C.8 Liability Claim: VCBA07379A1***

Acting on the advice of the Joint Powers Authorities (JPA), it is the recommendation of the Assistant Superintendent, Human Resources & Support Services and the Risk Manager that the Board of Trustees agree to reject York Claim VCBA07379A1.	Dept./School Vaca/ Magaña
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***C.9 Enrollment Report***

Attached for the Board's information is the district's enrollment report for the month of January 2017.	Dept./School Cline
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***C.10 Purchase Order/Draft Payment Report #16-06***

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services and the Director of Purchasing, that the Board of Trustees approve Purchase Order/Draft Payment Report #16-06, as submitted.	Dept./School Cline/ Franz
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***C.11 Approval of Employment Contract Amendment: Deputy Superintendent, Business & Fiscal Services***

It is recommended that the Board of Trustees approve the amendment to the employment contract for the Deputy Superintendent, Business & Fiscal Services.	Dept./School Dr. Morales
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***C.12 Approval of Employment Contract Amendment: Assistant Superintendent, Human Resources and Support Services***

It is recommended that the Board of Trustees approve the amendment to the employment contract for the Assistant Superintendent, Human Resources and Support Services.	Dept./School Dr. Morales
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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**Section C**  
**CONSENT AGENDA**

(continued)

***C.13 Approval of Employment Contract Amendment: Assistant Superintendent,  
Educational Services***

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It is recommended that the Board of Trustees approve the amendment to the employment contract for the Assistant Superintendent, Educational Services.	Dept./School Dr. Morales
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***C.14 Establish/Abolish/Reduce/Increase Hours of Positions***

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It is recommended that the Board approve the establishment, abolishment, reduction or increase in hours for classified positions, as submitted.	Dept./School Koch
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***C.15 Personnel Actions***

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It is recommended that the Board approve personnel actions, as submitted.	Dept/School Vaca/Koch
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**Note: No new items will be considered after 10:00 p.m. in accordance with  
Board Bylaws, BB 9323 – Meeting Conduct**



**Section D**  
**ACTION ITEMS**

*(Votes of Individual Board Members must be publicly reported.)*

***D.1 Reimbursement for Teacher Substitute at Rio School District (Cline)***

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services that the Board of Trustees approve reimbursement to Rio School District as stipulated by Education Code Section 44987.3

Public Comment:  
Presentation:  
Moved:  
Seconded:  
Board Discussion:  
Vote:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O'Leary \_\_, Cordes \_\_, Morrison \_\_**

***D.2 2017 CSBA Delegate Assembly Election (Dr. Morales)***

It is the recommendation of the District Superintendent that the Board of Trustees consider whether or not it wishes to vote for two representatives for the 2017 CSBA Delegate Assembly, and have administration submit the official ballot on behalf of the Board of Trustees.

Public Comment:  
Presentation:  
Moved:  
Seconded:  
Board Discussion:  
Vote:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O'Leary \_\_, Cordes \_\_, Morrison \_\_**

***D.3 Consider Adopting Resolution #16-24 of the Board of Trustees of the Oxnard School District Authorizing the Sale and Issuance of Not to Exceed \$81,000,000 Aggregate Principal Amount of OSD General Obligation Bonds, Election of 2016, Series A, and Consider Review and Approval of the Preliminary Official Statement, Bond Purchase Agreement and Related Documents (Dr. Morales/Cline/CFW, Inc.)***

It is the recommendation of the District Superintendent and the Deputy Superintendent, Business & Fiscal Services, in consultation with CFW, Inc., that the Board of Trustees approve the resolution and related documents that will allow for the execution of the Election of 2016, Series A, General Obligation Bonds.

Public Comment:  
Presentation:  
Moved:  
Seconded:  
Board Discussion:  
Vote:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O'Leary \_\_, Cordes \_\_, Morrison \_\_**

***D.4 Comprehensive Safe School Plans 20 Sites (Freeman/Ridge)***

It is the recommendation of the Assistant Superintendent, Educational Services, and the Director of Pupil Services that the Board of Trustees approve the Comprehensive Safe School Plans for all 20 elementary and middle schools.

Public Comment:  
Presentation:  
Moved:  
Seconded:  
Board Discussion:  
Vote:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O'Leary \_\_, Cordes \_\_, Morrison \_\_**

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**Section D**  
**ACTION ITEMS**

*(Votes of Individual Board Members must be publicly reported.)*  
(continued)

***D.5 Reduction In Force: Reduction of Services (Vaca)***

It is recommended that the Board of Trustees consider and adopt Resolution #16-25 Reduction or Discontinuance of Particular Kinds of Services (Education Code §44949 and 44955), due to the ending of the MSAP (Magnet Schools Assistance Program) Grant.

Public Comment:  
Presentation:  
Moved:  
Seconded:  
Board Discussion:  
Vote:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O’Leary \_\_, Cordes \_\_, Morrison \_\_**

***D.6 The Plaza Comunitaria Program (Vaca)***

Dr. Vaca will present background information on the Plaza Comunitaria Program.

Public Comment:  
Presentation:  
Moved:  
Seconded:  
Board Discussion:  
Vote:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O’Leary \_\_, Cordes \_\_, Morrison \_\_**

**Note: No new items will be considered after 10:00 p.m. in accordance with  
Board Bylaws, BB 9323 – Meeting Conduct**

**Section E**  
**APPROVAL OF MINUTES**

***E.1 Approval of Minutes***

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It is recommended that the Board approve the minutes of regular and special board meetings, as submitted:

- December 7, 2016, regular board meeting;
- December 14, 2016, special board meeting

Moved:  
Seconded:  
Board Discussion:  
Vote:

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O'Leary \_\_, Cordes \_\_, Morrison \_\_**

**Note: No new items will be considered after 10:00 p.m. in accordance with  
Board Bylaws, BB 9323 – Meeting Conduct**

**Section F  
BOARD POLICIES**

(These are presented for discussion or study.  
Action may be taken at the discretion of the Board.)

***F.1 Second Reading of Board Policies, Regulations and Bylaws***

It is recommended that the Board review the following revised Board Policies, Administrative Regulations and Bylaws, as presented, and adopt for a second reading:

Moved:  
Seconded:  
Board Discussion:  
Vote:

New BP 3470	Business and Noninstructional Operations DEBT ISSUANCE AND MANAGEMENT	Cline
Revision BP and AR 5117	Students INTERDISTRICT ATTENDANCE	Freeman/ Ridge

**ROLL CALL VOTE:**

**Madrigal Lopez \_\_, Robles-Solis \_\_, O’Leary \_\_, Cordes \_\_, Morrison \_\_**

**Note: No new items will be considered after 10:00 p.m. in accordance with  
Board Bylaws, BB 9323 – Meeting Conduct**

**Section G  
CONCLUSION**

***G.1 Superintendent’s Announcements*** *(3 minutes)*

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A brief report will be presented concerning noteworthy activities of district staff, matters of general interest to the Board, and pertinent and timely state and federal legislation.

Notes:

***G.2 Trustees’ Announcements*** *(3 minutes each speaker)*

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The trustees’ report is provided for the purpose of making announcements, providing conference and visitation summaries, coordinating meeting dates, identifying board representation on committees, and providing other information of general interest.

Notes:

***G.3 ADJOURNMENT***

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Moved:  
Seconded:  
Vote:

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

OSD BOARD AGENDA ITEM

Name of Contributor: Robin I. Freeman

Date of Meeting: 2/15/17

- A. Preliminary \_\_\_\_\_  
Study Session   X    
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda \_\_\_\_\_

Agreement Category:

- \_\_\_ Academic
- \_\_\_ Enrichment
- \_\_\_ Special Education
- \_\_\_ Support Services
- \_\_\_ Personnel
- \_\_\_ Legal
- \_\_\_ Facilities

- D. Action Items \_\_\_\_\_
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

Student Achievement Presentation (Freeman/Curtis)

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Presenting STAR360 Student Achievement Data from Fall 2016 and Winter 2017 assessments.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Informational only.

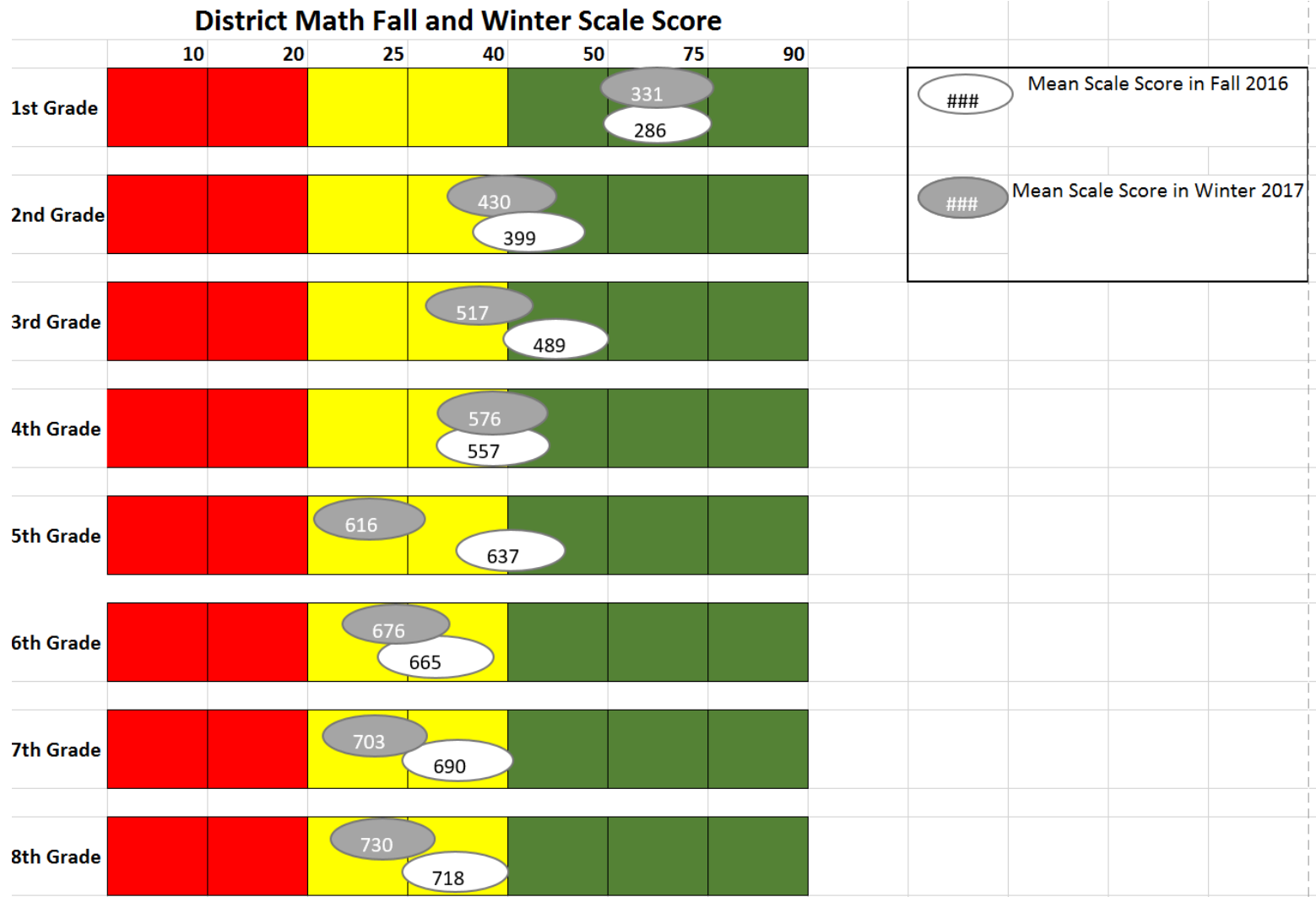
**ADDITIONAL MATERIAL:** Power Point

# Oxnard School District Student Achievement Data

February 15, 2017

Mary E. Curtis

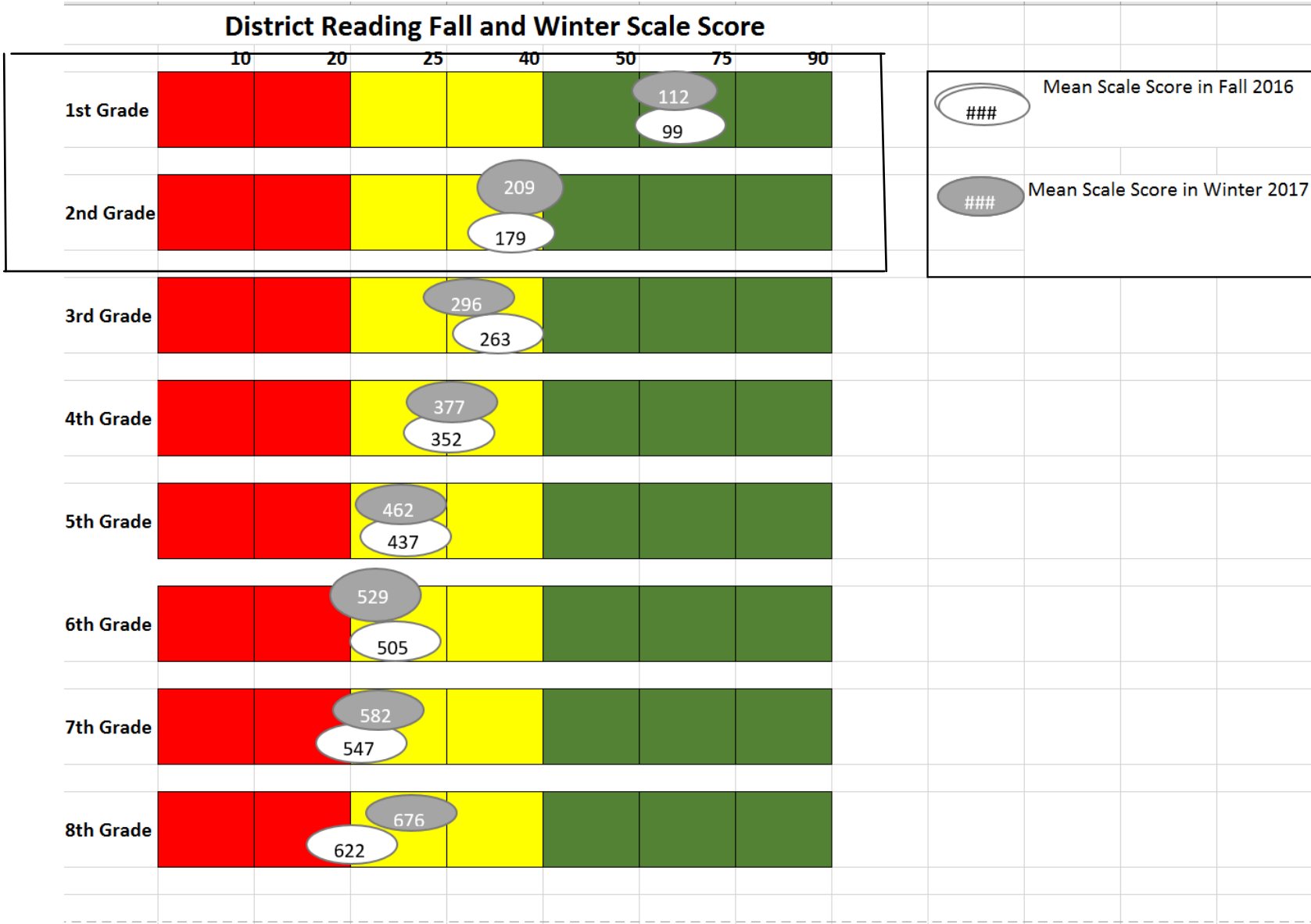
# STAR 360 Math Data







# STAR 360 Reading Data

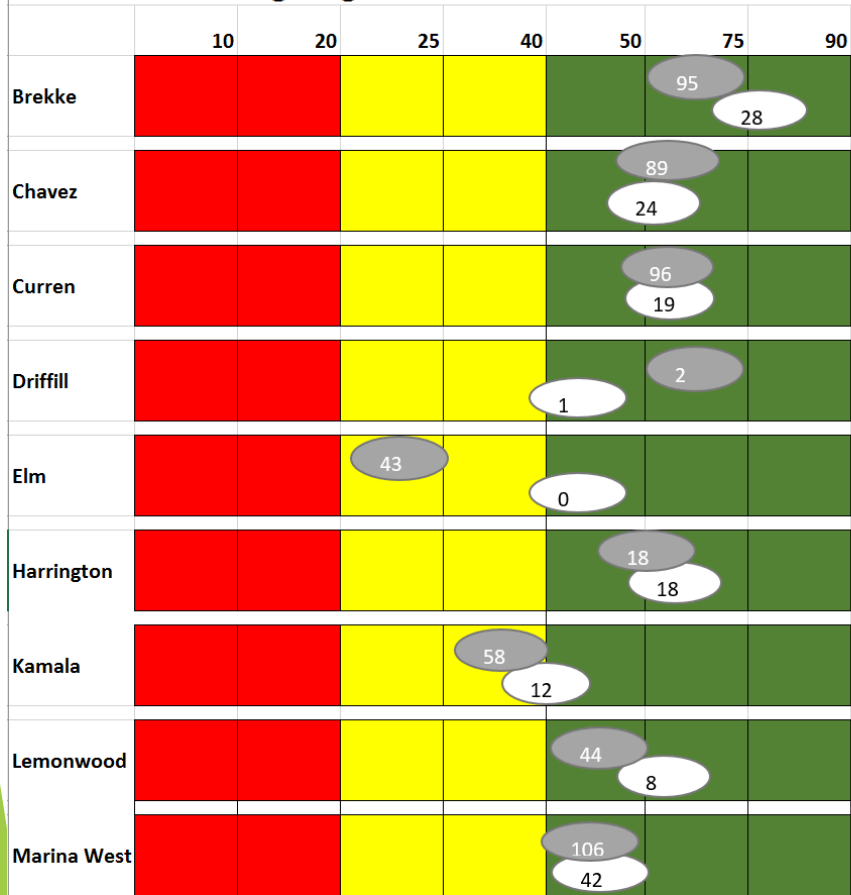
District Reading Fall and Winter Scale Score





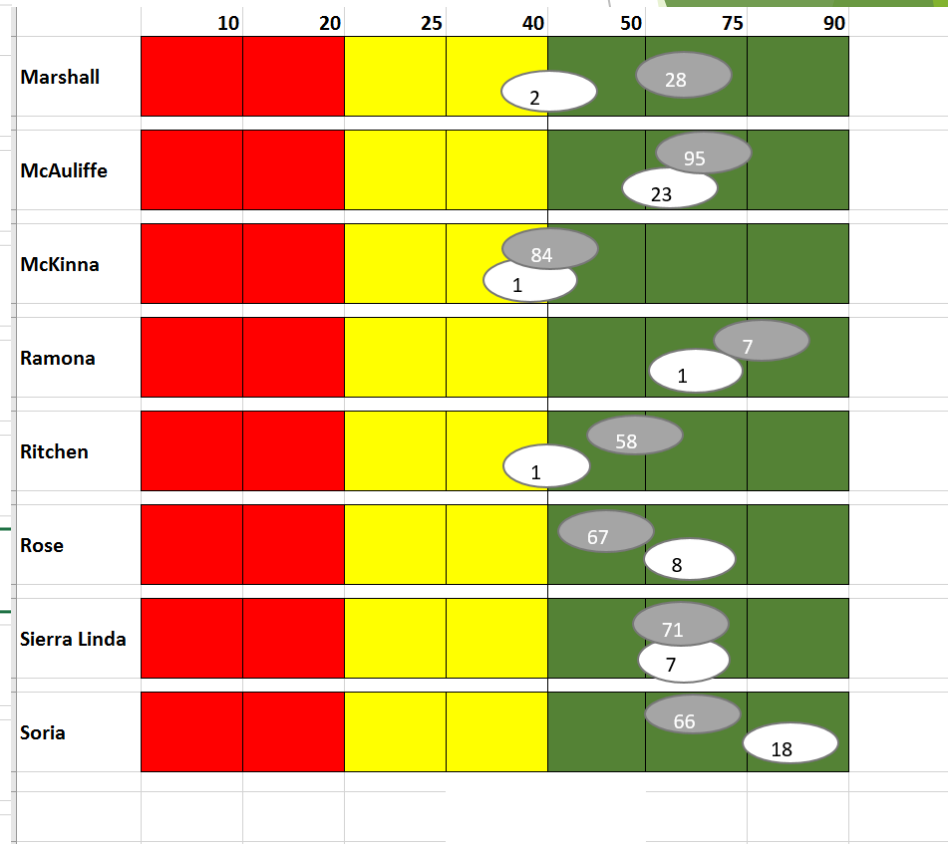
 Mean Scale Score in Fall 2016  
 Mean Scale Score in Winter 2017

# 1<sup>st</sup> Grade Reading

Reading 1st grade Fall and Winter Scale Score

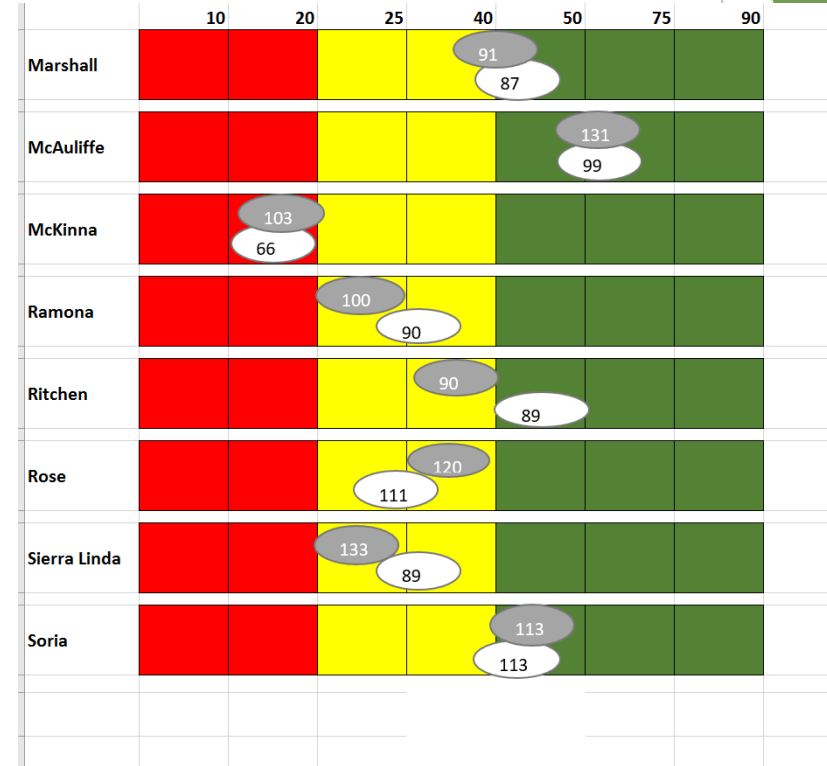


 Number of Students who took the assessment in Fall 2016  
 Number of Students who took assessment in Winter 2017

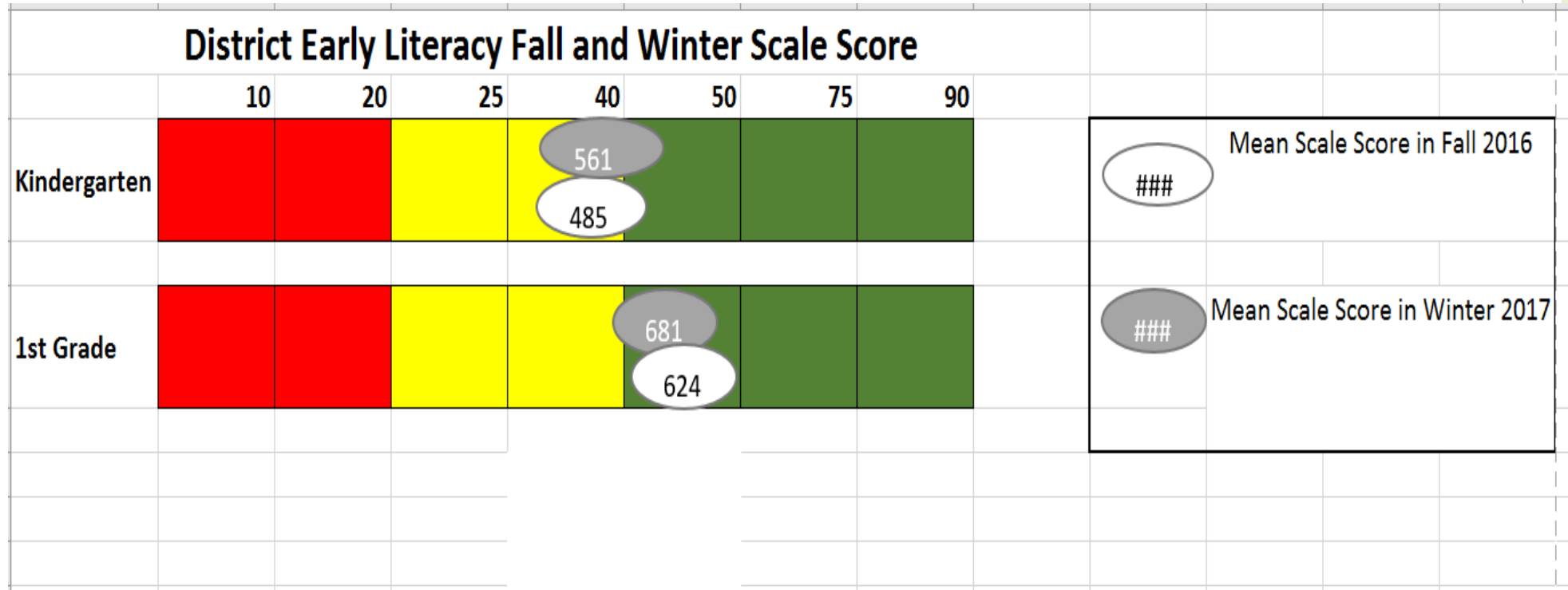


Marshall	2	28
McAuliffe	23	95
McKinna	1	84
Ramona	1	7
Ritchen	1	58
Rose	8	67
Sierra Linda	7	71
Soria	18	66

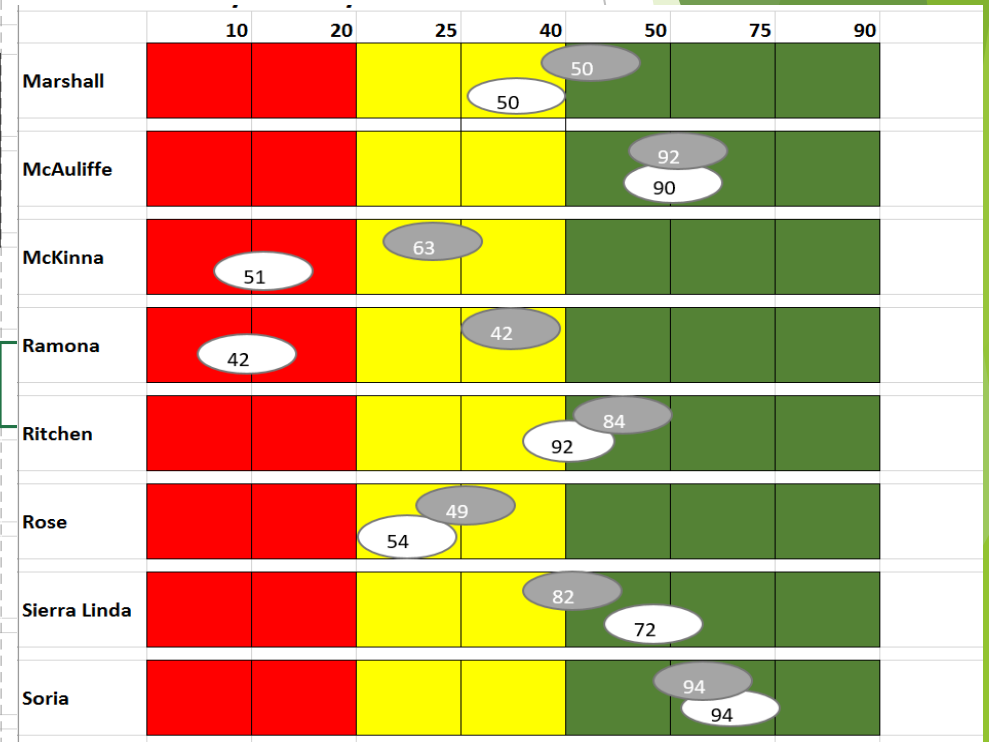
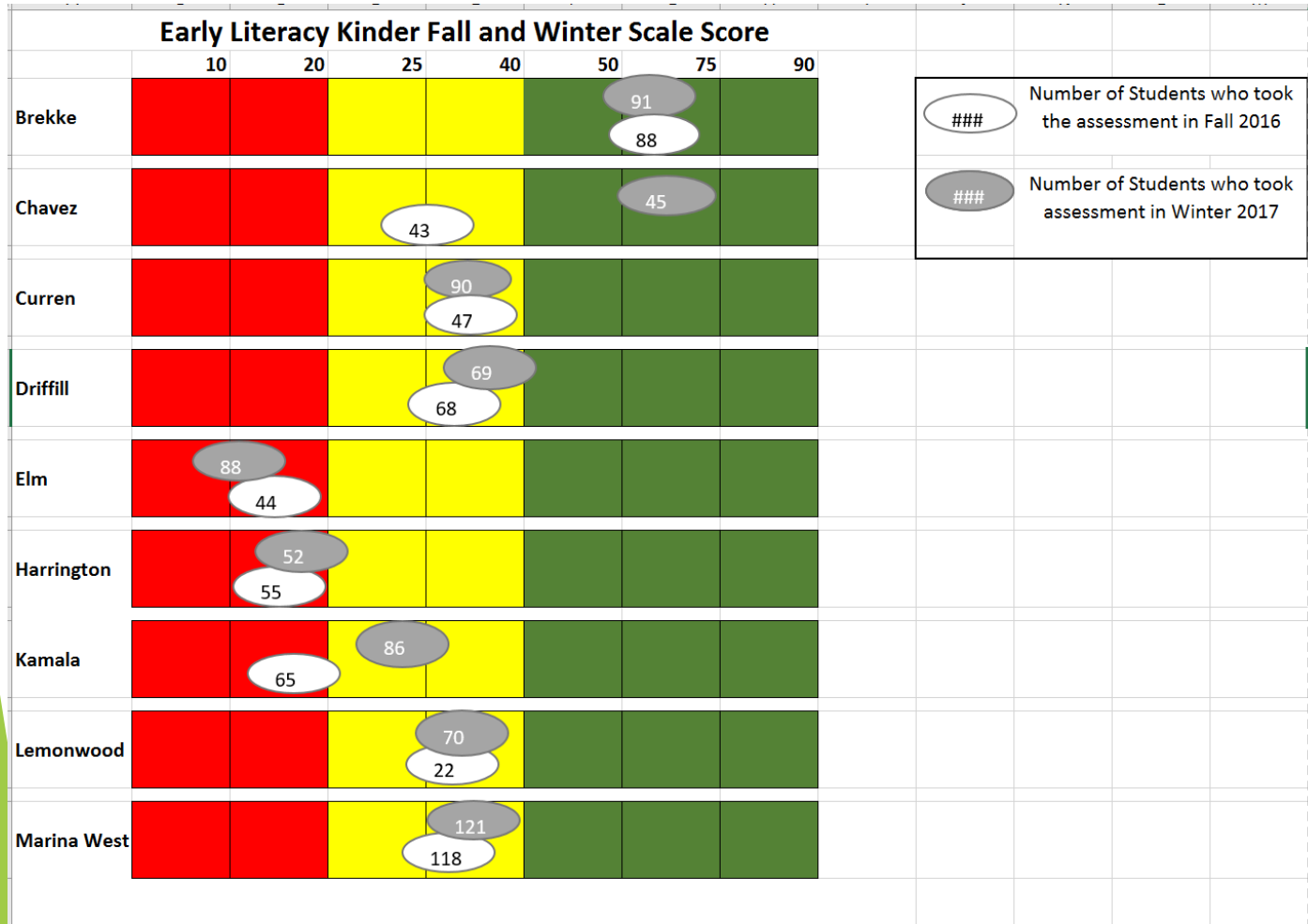
# 2<sup>nd</sup> Grade Reading



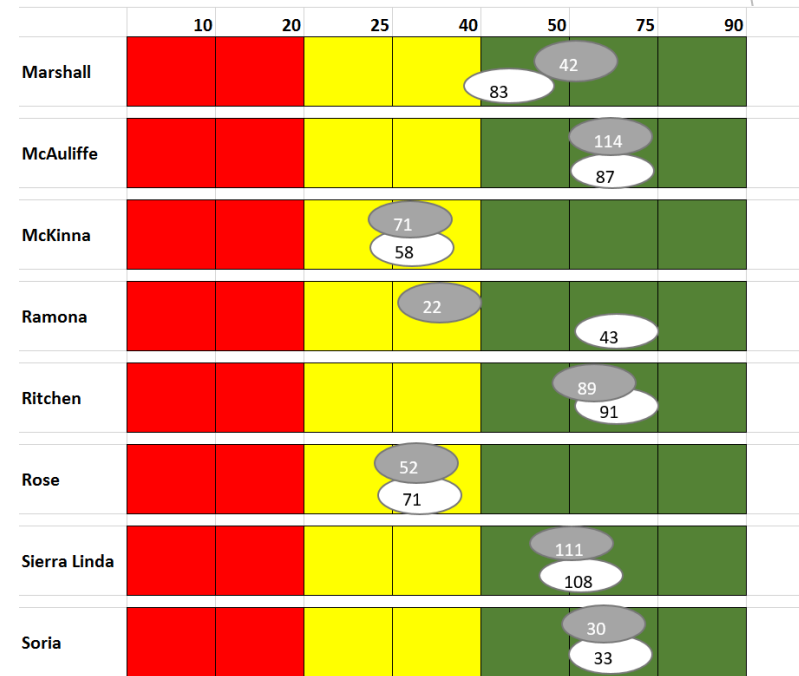
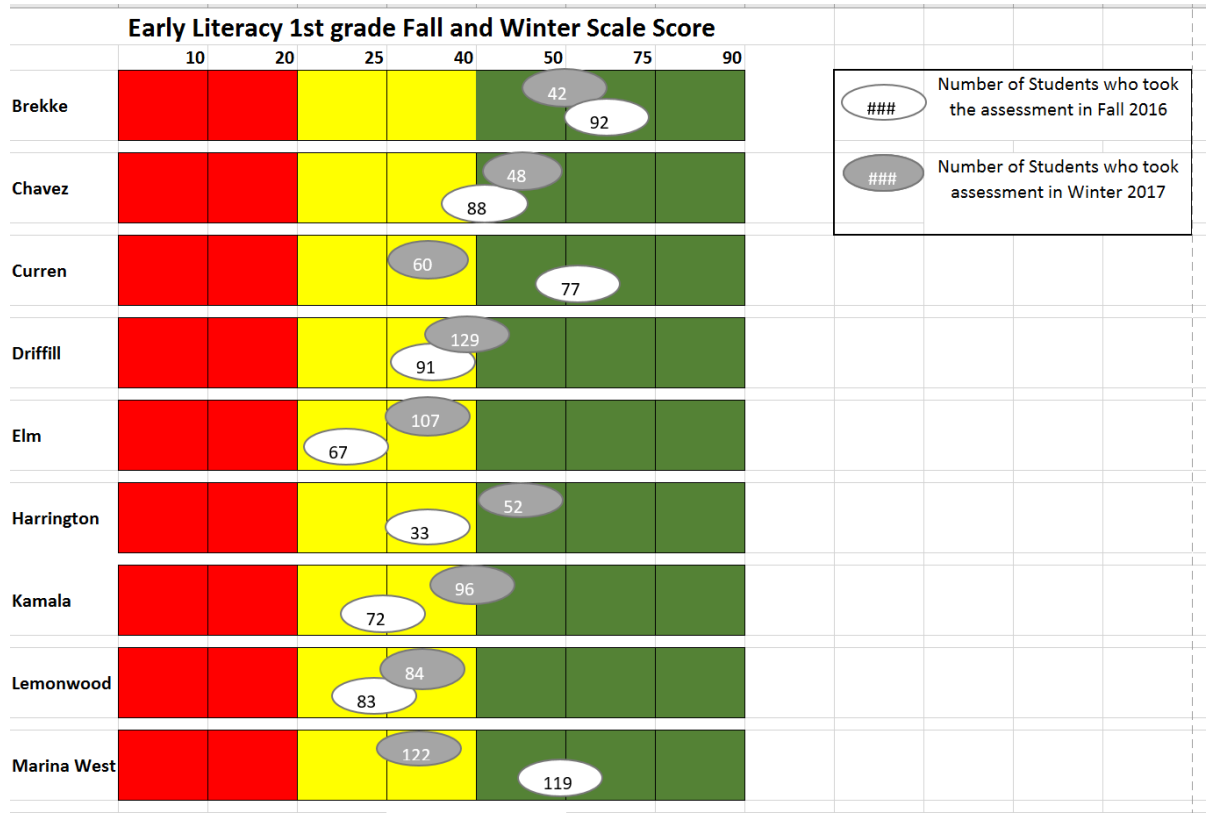
# STAR Early Literacy Data



# Kindergarten Early Literacy



# 1<sup>st</sup> Grade Early Literacy



OSD BOARD AGENDA ITEM

**Name of Contributor:** Robin I. Freeman

**Date of Meeting:** 2/15/17

- A. Preliminary   X    
Study Session: \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda \_\_\_\_\_ Agreement Category:  
\_\_\_\_\_ Academic  
\_\_\_\_\_ Enrichment  
\_\_\_\_\_ Special Education  
\_\_\_\_\_ Support Services  
\_\_\_\_\_ Personnel  
\_\_\_\_\_ Legal  
\_\_\_\_\_ Facilities
- D. Action Items \_\_\_\_\_
- E. Report/Discussion Items (no action) \_\_\_\_\_
- F. Board Policies 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**Recognition of Students - Honoring Oxnard School District's Million Word Readers  
(Freeman/Thomas)**

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Students who have read One Million Words will be recognized by the Board of Trustees. Students will receive a t-shirt that states, "I Read 1,000,000 Words What's your superpower."

**FISCAL IMPACT:** None

**RECOMMENDATION:** It is the recommendation of the Assistant Superintendent, Educational Services that the Board of Trustees accept this item as presented.

**ADDITIONAL MATERIAL:** None



# Oxnard School District Teacher Pathway Program Wednesday, February 15, 2017

“Strong leadership in schools results from the participation of many people, each leading in his or her own way”.

G. Donaldson



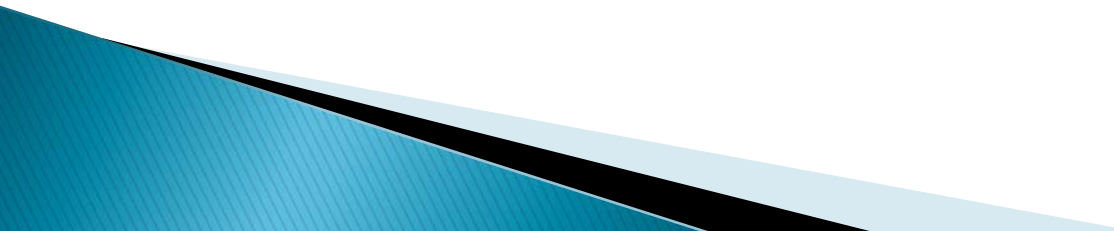
# Program Objective

To recruit and support classified staff to become exemplary credentialed teachers in the Oxnard School District.

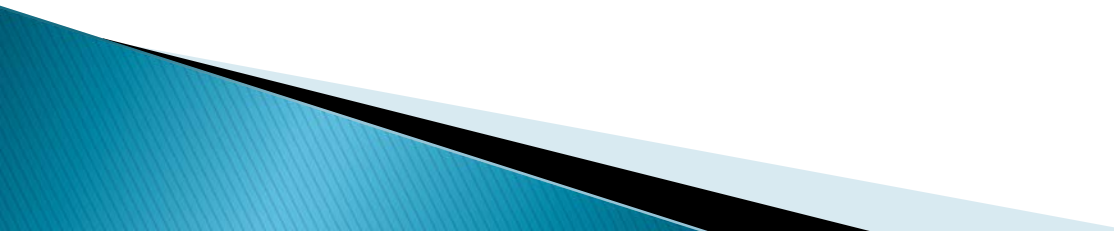
# Why do we need the Teacher Pathway Program?

We are in need of Special Education, Mathematics, and Science teachers, as well as teachers with a BCLAD authorization.

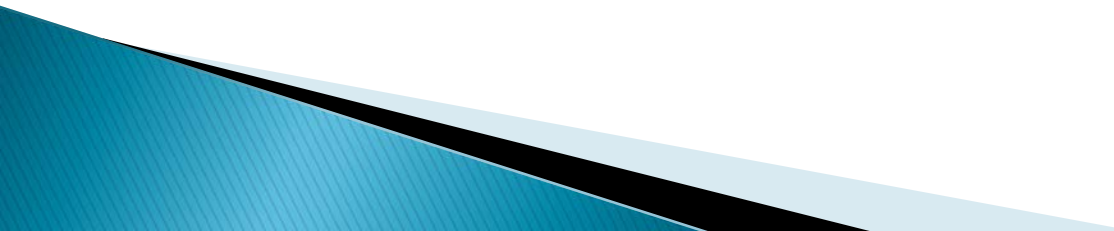
# What will the Teacher Pathway Program provide?

- ▶ Individualized academic support throughout the program
  - ▶ Professional Development seminars
  - ▶ Financial Support: \$500.00 stipends for educational expenses
  - ▶ CBEST, CSET, and RICA test preparation
  - ▶ Intern program information
  - ▶ Mentoring from current OSD teachers and administrators
- 

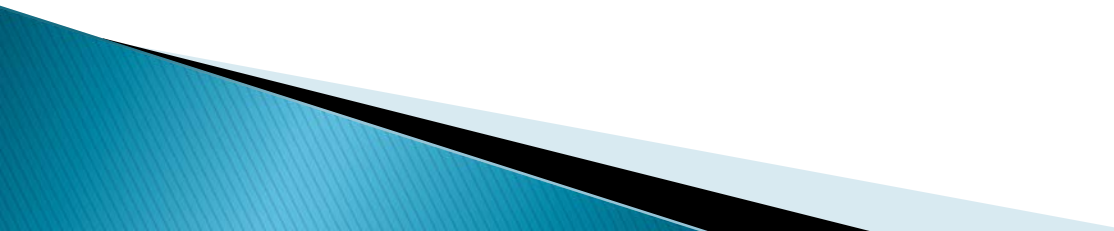
# Pre-requisites?

- ▶ Classified employee in OSD
  - ▶ Commitment to attain teaching credential
  - ▶ Attend seminars and meetings
- 

# Application Process

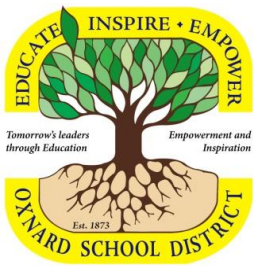
- ▶ Application Window: November 1 – December 10, 2016
  - ▶ Questions focused on their interest in becoming a teacher, area of interest, contribution to our community, and special skills.
  - ▶ 38 Applicants
- 

# Selection Process

- ▶ Utilized rating sheet
  - ▶ Team included: Dr. Jesus Vaca, Assistant Superintendent HR, Jonathan Koch, Director Classified HR, Robin Lefkovits, OEA President, Jabbar Wofford, Past CSEA Chapter 272 President.
  - ▶ 15 Candidates selected
- 

# Q & A





# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501

[www.oxnardsd.org](http://www.oxnardsd.org)

## Juan Lagunas Soria Elementary School

3101 Dunkirk Drive, Oxnard CA 93035

(805) 385-1584 Fax: (805) 815-4216



**To: Dr. Cesar Morales  
Superintendent**

**From: Aracely Fox  
Principal**

**Date: January 26, 2017**

**RE: Donation valued at: \$324.00**

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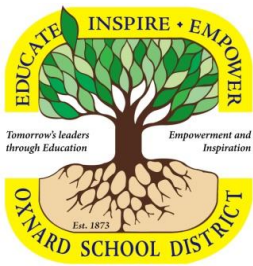
We, at Juan Lagunas Soria School, respectfully, request that the Board of Trustees accept the donation to our school in the amount of \$324.00 donated by Kristina Kalaydjian, 2301 S. Victoria Avenue #B, Ventura CA 93003.

On behalf of the Soria girl's 7th and 8th grade basketball team, we would like to thank Ms. Kalaydjian for the generous donation of \$324.00 which was used to purchase new uniforms for the team. Our student athletes, Coach Robert and our administrative team are truly appreciative of community members such as Ms. Kalaydjian who sponsor our school's athletic program. Please provide a letter of appreciation to Ms. Kalaydjian.

Ms. Kalaydjian's support to our school and community is much appreciated.

Thank you in advance.





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## Juan Lagunas Soria Elementary School

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**To: Dr. Cesar Morales  
Superintendent**

**From: Aracely Fox  
Principal**

**Date: January 31, 2017**

**RE: Donation valued at: \$2,160.00**

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We, at Juan Lagunas Soria School, respectfully, request that the Board of Trustees accept the donation to our school in the amount of \$2,160.00 donated by Girl Scout Troop #65202, 712 Northport Lane, Oxnard CA 93035. This donation, 144 copies of the book: How Roland Rolls by Jim Carrey, will support our reading program at Soria.

On behalf of the students, parents and staff at Juan Lagunas Soria School, we greatly appreciate their generosity in supporting reading programs for our school and community. Please provide a letter of appreciation to Girl Scout Troop #65202.

Their support to our school and community is much appreciated.

Thank you in advance.

**OSD BOARD AGENDA ITEM**

Name of Contributor: Robin Freeman

Date of Meeting: 2/15/17

- Study Session: \_\_\_\_\_  
Closed Session \_\_\_\_\_  
A-1. Preliminary \_\_\_\_\_  
A-II. Reports \_\_\_\_\_  
B. Hearings \_\_\_\_\_  
C. Consent Agenda \_\_\_\_\_
- Agreement Category:  
 Academic  
 Enrichment  
 Special Education  
 Support Services  
 Personnel  
 Legal  
 Facilities
- D. Action Items \_\_\_\_\_  
F. Board Policies      1<sup>st</sup> Reading \_\_\_\_\_      2<sup>nd</sup> Reading \_\_\_\_\_

**Approval of Agreement #16-229 – Center for Teaching for Biliteracy (Freeman/DeGenna)**

The Center for Teaching for Biliteracy will provide professional development in the area of the Dual Language Program. The presenters will present “How to Help Model Children Succeed in a Dual Language Program” which will be delivered in Spanish and English.

**Term of Agreement: February 16, 2017 through June 30, 2018**

**FISCAL IMPACT:**

Not to exceed \$81,500.00 – Title 1

**RECOMMENDATION:**

It is the recommendation of the Director, Dual Language Programs, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve Agreement #16-229 with the Center for Teaching for Biliteracy.

**ADDITIONAL MATERIAL(S):**

**Attached:** Agreement #16-229, Center for Teaching for Biliteracy (3 Pages)  
Certificate of Insurance (1 Page)



**Agreement**

The Center for Teaching for Biliteracy (hereinafter referred to as the Contractor) and Oxnard Public Schools (hereinafter referred to as the “District”) desire to enter in this Agreement subject to the following terms and conditions:

**1. Scope of Services: and 2. Consultant fee and expenses:**

**Dual Language Professional Development Plan**

**Year 1**

<b>Description</b>	<b>Audience</b>	<b>Dates</b>	<b>Fees</b>
<b>3 Day Summer Institute: Teaching For Biliteracy</b>	Teachers TOSAs Principals Director	TBD – Summer 2017 June 20, 21 and 22	3 Consultants Total: \$26,600
<b>Teaching for Biliteracy: Leadership Considerations</b>	District Administration Principals	*April 18 or 19 plus one day of visits in schools, April 19 or 20– tentative  *Contingent upon some shuffling in Karen’s calendar so that she can be free on these dates.	1 Consultant  \$6,825
<b>How to Help Model Children Succeed in a Dual Language Program (delivered in Spanish and English)</b> Schedule back to back with Admin training to avoid additional travel cost	Parents School Board	*April 18 or 19 – tentative  *Contingent upon some shuffling in Karen’s calendar so that she can be free on these dates.	See above
<b>Out of State School Visits</b>	Principals Director	Spring 2017	

<b>Year 2</b>			
<b>6 Day Workshop spread out through the school year Dual Language Program Development and Enrichment</b>	District Admin Principals	November 15 and 16, 2017  February 14 and 15, 2018  April 25 and 26, 2018	1 Consultant  (6 days total, 3 trips)  \$20,475
<b>Developing Biliteracy Units using BUF</b>	Lead Teachers TOSAs Principals	Winter 2018 Jan. 30 – Visits to schools to learn about the context Biliteracy Curriculum Development: January 31 and Feb 1, 2018  March 21 and 22, 2018	2 consultants  3 days: \$16,200    2 days: \$11,400
<b>New Teacher Training Summer Institute</b>	New Teachers New Admin New TOSAs	Summer 2018 June 20 and 21, 2018	2 consultants 2 days: \$11,400
<b>Total (minus spring 2017 visits)</b>			\$81,500
<b>YEAR 3- TBD Based on Needed Support</b>			

### **3. Independent Contractor.**

The Contractor is retained solely for the purposes set forth in this Agreement and shall at all times have the status of an Independent Contractor. The parties agree that the District will not:

- a. Require the contractor to work exclusively for the District; and
- b. Establish a quality standard for the Contractor, or oversee the actual work or instruct the Contractor as to how the work is to be performed, except the Parties agree as stated in Paragraph 1 that the Contractor's services will be consistent with generally accepted industry standards for the Contractor's customary services and products; and
- c. Pay the Contractor only the compensation state in Paragraph 2; and
- d. Terminate the Contractor's current services for particular work the Contractor accepts from the District unless the Contractor violates the terms of this Agreement or fails to produce a result that meets the specifications of this Agreement; and
- e. Provide more than minimal training for the Contractor; and
- f. Provide tools or benefits to the Contractor; and
- g. Combine its business operations in any way with the Contractor's business, but instead both Parties will maintain their own operations as separate and distinct.

**4. Intellectual Property.** Neither party shall acquire any rights, either expressed or implied, to the intellectual property of the other unless expressly acknowledged in writing as a "Work For Hire" in this Agreement or another written Agreement between the parties.

**5. No Construction Against Drafting Party.** The parties and their respective counsel have had the opportunity to review this Agreement, and the Agreement will not be construed against any party merely because the Agreement or any provisions thereof were prepared by a particular party.

**6. Severability.** If it is found by a court of competent jurisdiction or by operation of law that a term or provision of this Agreement is invalid or unenforceable, the remainder of the Agreement shall be unimpaired and continue in force and effect, and the invalid or unenforceable term or provision shall be replaced by such valid term or provision as comes closest to the intention underlying the invalid or unenforceable term or provision.

**7. Termination of Agreement.** Either party may terminate this Contract by giving thirty (30) days' written notice to the other party. Termination of this Contract shall not relieve either party of its obligation to pay amounts due, or to give any credit due, for services rendered prior to the effective date of a breach of contract or termination.

**8. Cancellation** In the event the District terminates this Agreement without cause more than 30 days before the commencement date, the District shall pay a cancellation fee to Contractor in the sum of \$ 0.

In the event the District terminates this Agreement without cause less than 30 days before the commencement date, the District shall pay an enhanced cancellation fee to Provider in the sum of \$ 3000.00

Center for Teaching for Biliteracy  
An Illinois corporation

By: \_\_\_\_\_ date \_\_\_\_\_

Karen Beeman

Its: Manager

School District  
Oxnard \_\_\_\_\_

Signature \_\_\_\_\_ date \_\_\_\_\_

Lisa A. Franz

Director, Purchasing



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/20/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (888) 202-3007		<b>FAX (A/C. No.):</b>	
	<b>E-MAIL ADDRESS:</b> contact@hiscox.com			
<b>INSURED</b> Karen Beeman Teaching For Bilingual, Inc. DBA Center For Tea 148 Eddy Lane WINNETKA IL 60093	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
	<b>INSURER A:</b> Hiscox Insurance Company Inc		10200	
	<b>INSURER B:</b>			
	<b>INSURER C:</b>			
	<b>INSURER D:</b>			
	<b>INSURER E:</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			UDC-1404002-CGL-16	12/04/2016	12/04/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						BODILY INJURY (Per person)	\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Oxnard School District  
 1051 South A Street  
 Oxnard, CA. 93030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**BOARD AGENDA ITEM**

Name of Contributor: Lisa Cline

Date of Meeting: 2/15/17

- STUDY SESSION \_\_\_\_\_
- CLOSED SESSION \_\_\_\_\_
- SECTION A-1: PRELIMINARY \_\_\_\_\_
- SECTION A-II: REPORTS \_\_\_\_\_
- SECTION B: HEARINGS \_\_\_\_\_
- SECTION C: CONSENT AGENDA \_\_\_\_\_

Agreement Category:

- \_\_\_\_\_ Academic
- \_\_\_\_\_ Enrichment
- \_\_\_\_\_ Special Education
- X   Support Services
- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Legal
- \_\_\_\_\_ Facilities

- SECTION D: ACTION \_\_\_\_\_
- SECTION F: BOARD POLICIES 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**Approval of Agreement #16-228 – Nigro & Nigro, PC – District Audit Services for Fiscal Years 2017-18 through 2019-20 (Cline/Penanhoat)**

The Purchasing Department prepared RFP #11-01 for Professional Audit Services. Proposals were mailed to four (4) firms for their participation. Four (4) proposals were received and opened on Thursday, August 25, 2011.

A committee was formed to review and rank the proposals and included the Oxnard School District's Assistant Superintendent, Business & Fiscal Services and the Director of Purchasing as well as the Director of Fiscal Oversight & Accountability of the Ventura County Office of Education. All four (4) proposals were ranked individually by each committee member and the committee's final recommendation was to accept the proposal from Nigro & Nigro, PC for a three (3) year agreement not to exceed \$150,000.00 for performance of the District's General Audit as well as the Performance Audit of the Measure M6 General Obligation Bond Building Fund.

The current agreement has expired and it is necessary to enter into a new three (3) year agreement with Nigro & Nigro, PC to perform the District's General Audit as well as the Performance Audits of the Measure D and Measure R General Obligation Bond Building Funds. The fees for the General Audit will increase annually pursuant to the California Consumer Price Index (CPI), and are \$45,875.00 for 2017-18 FY, \$47,000 for 2018-19 FY, and \$48,250.00 for 2019-20 FY. The fees for the Bond Audits will remain the same through the life of the agreement at \$9,000.00 per Audit, per Bond Fund, for a three (3) year total of \$195,125.00.

**FISCAL IMPACT:**

2017-18 - \$45,875.00 General Audit - \$9,000.00 D Bond Audit - \$9,000.00 R Bond Audit – **Total: \$63,875.00**  
 2018-19 - \$47,000.00 General Audit - \$9,000.00 D Bond Audit – \$9,000.00 R Bond Audit - **Total: \$65,000.00**  
 2019-20 - \$48,250.00 General Audit - \$9,000.00 D Bond Audit – \$9,000.00 R Bond Audit - **Total: \$66,250.00**

Three (3) year total not to exceed **\$195,125.00** and will be paid from the General Fund.

**RECOMMENDATION:**

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services and the Director of Finance, that the Board of Trustees approve Agreement #16-228 with Nigro & Nigro, PC, for audit services for fiscal years 2017-18, 2018-19 and 2019-20.

**ADDITIONAL MATERIALS:**

**Attached:** Agreement #16-228, Nigro & Nigro, PC (6 Pages)  
Engagement Letter - General Audit (6 Pages)  
Engagement Letter – D Bond Audit (4 Pages)  
Engagement Letter – R Bond Audit (4 Pages)



## **AGREEMENT #16-228 PROFESSIONAL AUDIT SERVICES**

**THIS AGREEMENT** is made and entered into, the 15th day of February 2017 between the Oxnard School District of 1051 South A Street, Oxnard, California 93030, in Ventura County, State of California, hereinafter “DISTRICT,” and Nigro & Nigro PC, Certified Public Accountants of 25090 Jefferson Avenue, Murrieta, CA 92562, hereinafter “AUDITOR”.

### RECITALS

WHEREAS, pursuant to Section 41020 of the Education Code, the DISTRICT’s Board of Trustees is required, on an annual basis, to provide for an audit of the books and accounts of the DISTRICT;

WHEREAS, the AUDITOR are Certified Public Accountants duly authorized to practice and licensed as such by the California Board of Accountancy and are deemed by the State Controller’s Office as qualified to conduct audits of local educational agencies;

NOW THEREFORE, for and in consideration of the mutual covenants, conditions and promises hereinafter contained, the Parties agree as follows:

1. ENGAGEMENT OF AUDITOR. The DISTRICT hereby engages the AUDITOR, and the AUDITOR hereby accepts the engagement, to audit all books and accounts of said DISTRICT in the manner and upon the conditions set forth herein.

2. AUDIT PROCEDURE AND SCOPE. The audit shall be made in accordance with generally accepted auditing standards and shall include, to the extent applicable, the audit procedures required by the State Controller’s Office as detailed in the State Controller’s most recent publication of "Standards and Procedures for Audits of California K-12 Local Educational Agencies" (“Audit Guide”), and such other publications on school district audit procedures of the State Controller as have been or shall be issued during the period of this Agreement. The scope of audit shall not be limited to that provided in the aforementioned publications in the event that in the opinion of the AUDITOR, particular circumstances warrant extension thereof. The audit shall include all funds of the DISTRICT including the General Fund, Special Revenue Funds, Building Funds, Bond Interest and Redemption Fund, Cafeteria Account, Student Body Funds, and Long-Term Debt Accounts, and any other funds in the control and jurisdiction of the DISTRICT. Data Collection (SF-SACS) Form will also be requested. AUDITOR shall also conduct a performance audit of the Measure M6 General Obligation Bond Building Fund of the DISTRICT in accordance with the California Constitution and Proposition 39.

The AUDITOR shall, upon the request of the DISTRICT, assist the DISTRICT in making estimates of the audit costs for budget purposes, and upon completion of the audit, render a statement in full of time and expense charges to the DISTRICT.

The AUDITOR shall provide the State Controller access to audit working papers to permit the State Controller to complete a review upon request pursuant to Section 14504 of the Education Code. The AUDITOR’s scope of services shall also include any consultations on the audit report or reports, or

any revisions thereof, or the furnishing of any additional data in connection therewith, as may be required by the State Controller's Office.

In cases wherein the AUDITOR can and does place reliance upon the work of a state agency, another individual accountant or firm of public accountants or certified public accountants, the AUDITOR shall state in the audit report the extent of such reliance and shall name the agency, accountant or accountants upon whose work the AUDITOR relies. Nothing in this paragraph shall be construed to limit the responsibility on the part of the AUDITOR or to obligate the AUDITOR to accept or perform work that is not in compliance with the specifications of the engagement.

3. AUDIT PERIOD. The AUDITOR shall perform an audit of the three fiscal years July 1, 2017 through June 30, 2018, July 1, 2018 through June 30, 2019 and July 1, 2019 through June 30, 2020.

4. FORM AND CONTENT OF REPORTS. The form and content of the audit reports shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State Controller under Section 41020 of the Education Code.

5. EXTRA WORK AND SERVICES. In the event that circumstances disclosed by the audits indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, the AUDITOR shall provide the DISTRICT written notice of all ascertainable facts relative to such circumstance, together with an estimate or estimates of the additional cost or costs of furnishing a more detailed verification. In the event that the DISTRICT authorizes and approve the performance of extra work and services, it shall so notify the AUDITOR in writing. Should the DISTRICT elect not to employ extended procedures, then, and in that event, the audit report will be subject to qualification with respect to the circumstances involved.

6. RENDERING REPORTS. The audit shall be completed, and the audit reports shall be delivered in the manner and to the parties hereinafter set forth, not later than December 15<sup>th</sup> following the fiscal year being audited. Audit progress reports will be provided, as requested by the DISTRICT. Upon request, the AUDITOR will provide a draft report, participate in an exit conference and present the final audit to the DISTRICT's Board of Trustees.

7. FILING OF REPORTS. Twenty-five (25) copies of each report on examination herein required to be made shall be prepared and substantially bound by the AUDITOR.

8. BEGINNING WORK. The AUDITOR shall commence work on this engagement as soon as practicable after the execution of this contract.

9. COMPENSATION. The total amount that may be expended for the audits provided herein is as follows:

Year Ended June 30, 2018	Year Ended June 30, 2019	Year Ended June 30, 2020
\$45,875.00 (Gen. Audit)	\$47,000.00 (Gen. Audit)	\$48,250.00 (Gen. Audit)
\$ 9,000.00 (“D” Bond Audit)	\$ 9,000.00 (“D” Bond Audit)	\$ 9,000.00 (“D” Bond Audit)
<u>\$ 9,000.00 (“R” Bond Audit)</u>	<u>\$ 9,000.00 (“R” Bond Audit)</u>	<u>\$ 9,000.00 (“R” Bond Audit)</u>
<b>\$63,875.00 (Total)</b>	<b>\$65,000.00 (Total)</b>	<b>\$66,250.00 (Total)</b>

Extra work and services approved by the DISTRICT and performed by the AUDITOR shall be reimbursed at the following hourly rates:

	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>
Partner	\$185	\$185	\$185
Supervisor	\$125	\$125	\$125
Senior	\$110	\$110	\$110
Junior	\$ 90	\$ 90	\$ 90
Clerical	\$ 55	\$ 55	\$ 55

10. PAYMENT. The DISTRICT shall pay the AUDITOR ninety percent (90%) of the payment due under this Agreement, including payment for extra work and services, as the audit work is completed and upon receipt of the AUDITOR’S invoices. The AUDITOR shall invoice the DISTRICT on a monthly basis for work performed. The final ten percent (10%) due for each fiscal year audit shall be remitted to the AUDITOR upon certification by the State Controller that the audit report conforms to the reporting provisions of the Audit Guide. In accordance with Section 14505(b) of the Education Code, fifty percent (50%) of the audit fee for any subsequent year of a multi-year contract shall be withheld if the prior year's audit report failed to be certified as conforming to reporting provisions of the Audit Guide. The withheld amount shall not be payable unless payment is ordered by the California Board of Accountancy or the audit report for that subsequent year is certified by the State Controller as conforming to reporting provisions of the Audit Guide.

11. INDEMNITY. To the fullest extent permitted by law, the AUDITOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:

1. Any and all claims under workers' compensation acts and other employee benefit acts with respect to the AUDITOR'S employees arising out of the AUDITOR'S work under this Agreement; and
2. Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the AUDITOR or any person, firm or corporation employed by the AUDITOR upon or in connection with the audit, except for liability resulting from the negligence or willful

misconduct of the DISTRICT its officers, employees, agents or persons who are directly employed by the DISTRICT,

3. Any loss, injury to, death or persons or damage to property caused by any act, neglect, default or omission of the AUDITOR, or any person, firm or corporation employed by the AUDITOR, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the Audit, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by the negligence of the DISTRICT.

The AUDITOR, at AUDITOR'S own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on any such claim or liability as may arise in this section Indemnity (1)(2)(3), and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

12. **INSURANCE.** The AUDITOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to the DISTRICT which will protect the AUDITOR and the DISTRICT from claims which may arise out of or result from the AUDITOR'S actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

1. **Workers' Compensation and Employers Liability Insurance** in accordance with the laws of the State of California.
2. **Comprehensive general and auto liability insurance** with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
  - a. owned, non-owned and hired vehicles;
  - b. blanket contractual;
  - c. broad form property damage; and
  - d. personal injury.
3. **Professional liability (Errors and Omissions) insurance**, including contractual liability, with limits of \$1,000,000, per occurrence. Such insurance shall be maintained during the first year term of this Agreement and renewed each year thereafter that the Agreement is renewed.

Each policy of insurance required in (a), and (b) above shall name the DISTRICT and its officers, agents and employees as additional insured; shall state that, with respect to the operations of the AUDITOR hereunder, such policy is primary and any insurance carried by the DISTRICT is excess

and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to the DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The AUDITOR shall notify the DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the AUDITOR shall deliver to the DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the AUDITOR fails to secure or maintain any policy of insurance required hereby, the DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the AUDITOR, and in such event the AUDITOR shall reimburse the DISTRICT upon demand for the cost thereof.

The AUDITOR shall provide a certificate of each policy each year the Agreement is in effect. Failure to maintain professional liability insurance is a material breach of this Agreement and grounds for immediate termination.

13. ASSOCIATES. The AUDITOR shall have the option, with the written consent of the DISTRICT, to associate with them and at their expense accountants or other qualified persons to render services in connection with the work, and to delegate to them such duties as they may delegate without relieving themselves from administrative or other responsibility under this Agreement.

14. SUCCESSORS AND ASSIGNS. All terms, conditions, and provisions hereof shall inure to and shall bind the parties hereto, their, and each of their respective heirs, executors, administrators, successors, and assigns. Except as provided herein, the AUDITOR shall not sublet, assign, or transfer their interest in this contract without the written consent of the DISTRICT.

15. TERMINATION. Either party, upon thirty (30) days written notice to the other party, may terminate this Agreement. In the event of such termination, the Auditor shall be paid the reasonable value of all services rendered up to the date of such termination as may be determined by the DISTRICT, and the AUDITOR hereby expressly waives any and all claims for damages or compensation arising under this Agreement, except as set forth herein. Additionally, this Agreement shall be null and void if a firm or individual is declared ineligible pursuant to Section 41020.5(c) of the Education Code.

16. AMENDMENT. This Agreement may be amended or altered upon the mutual, written agreement of the parties.

17. OFFICE FACILITIES. The DISTRICT shall provide or arrange for and provide adequate office facilities (exclusive of equipment, supplies, or services) for consummation of work hereunder without charge to the AUDITOR.

18. WAIVER. Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement.

Acceptance by the DISTRICT of any work or services by the AUDITOR shall not constitute a waiver of any of the provisions of this Agreement.

20. ENTIRE AGREEMENT. The terms and conditions of this Agreement, incorporating by reference RFP #11-01 Professional Audit Services and the Statement of Work and Supplemental Terms and Conditions submitted by the AUDITOR shall comprise the full contract between the parties. Any exception to the RFP #11-01 agreed upon by the parties shall be noted and initialed by the DISTRICT and the AUDITOR.

**IN WITNESS THEREOF said parties to this agreement have executed these presents, and hereunto set their hands all on the day and year herein first above written.**

**OXNARD SCHOOL DISTRICT:**

**NIGRO & NIGRO, PC:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

By: Lisa A. Franz, Director of Purchasing

By: Jeff Nigro, CPA, CFE

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Federal Tax ID #95-6002318

Federal Tax ID #\_\_\_\_\_

December 16, 2016

Oxnard School District  
1051 South A Street  
Oxnard, CA 93030

We are pleased to confirm our understanding of the services we are to provide Oxnard School District for the fiscal years ended June 30, 2018 through 2020. We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Oxnard School District as of and for the fiscal years ended June 30, 2018 through 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule(s)
- Schedule of Funding Progress
- Ten-Year Schedule of Proportionate Share of Net Pension Liability
- Ten-Year Schedule of Pension Plan Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- Schedule of Expenditures of Federal Awards
- Other schedules and/or information as required by the State Controller's Office.

### **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Title 2 U.S Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering internal control over financial reporting and compliance and Uniform Guidance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the provisions of the Uniform Guidance; and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the Education Audit Appeals Panel, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.



Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with The Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

## **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

## **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

## **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Oxnard School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Engagement Administration, Fees, and Other**

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Nigro & Nigro and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nigro & Nigro personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

The maximum annual fee for auditing services under the terms of this agreement shall be as follows:

2017-2018 Fiscal Year Audit: \$45,875  
2018-2019 Fiscal Year Audit: \$47,000  
2019-2020 Fiscal Year Audit: \$48,250

with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in GASB standards, *Government Auditing Standards* or the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds maintained by the District during the period under this agreement, may be in addition to the above maximum fee. Our invoices for these fees will be rendered as work progresses and are payable within 30 days. In accordance with our firm policies, your account becomes delinquent when it is 90 days or more overdue. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the

State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The amount withheld is not payable unless payment is ordered by the California Board of Accountancy or the audit report for that subsequent year is certified by the Controller as conforming to reporting provisions of subdivision (a) of Section 14503. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

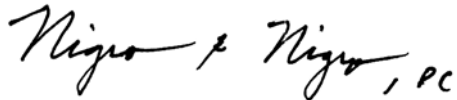
If a dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

The first period to be audited shall be for the fiscal year ended June 30, 2018, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the District. The agreement may be cancelled annually if notified by the client or auditor by February 1 of each year. Additional extensions beyond 2020 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

We appreciate the opportunity to be of service to Oxnard School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Oxnard School District.

APPROVED:

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Oxnard School District

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Date

December 16, 2016

Oxnard School District  
1051 South A Street  
Oxnard, CA 93030

We are pleased to confirm our understanding of the services we are providing for Oxnard School District for the fiscal year ended June 30, 2018. We will audit the financial statements of the Measure D Building Fund of Oxnard School District as of and for the fiscal year ended June 30, 2018. We will also conduct an annual performance audit in accordance with *Government Auditing Standards* to ensure that bond proceeds have been spent only on allowable costs.

### **Objective**

The objective of our financial audit is the expression of an opinion about whether the financial statements of the Measure D Building Fund are fairly presented, in all material respects, in conformity with generally accepted accounting principles.

The objective of our performance audit is the expression of an opinion about whether the expenditures charged to the Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measure "D".

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records of Oxnard School District and other procedures we consider necessary to enable us to express an opinion on whether the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

### **Audit Procedures**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit is not designed, though, to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. We will inform you of any material errors, fraudulent financial reporting or misappropriation of assets that come to our attention. In addition, we will inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Oxnard School District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Oxnard School District complies with applicable laws, regulations, contracts, and other agreements.

Our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate internal control-related matters to management and those charged with governance as required by professional standards.

### **Management Responsibilities**

We understand that you will make all financial records and related information available to us for our audit and that you are responsible for the accuracy and completeness of that information. The management of Oxnard School District has the responsibility for the proper recording of transactions in the books of account, for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the safeguarding of assets, for ensuring compliance with applicable laws and regulations, and for the preparation and substantial accuracy of the financial statements, in accordance with generally accepted accounting principles. Although we may advise you about appropriate accounting principles and their application, the selection and method of application are the sole responsibility of the Oxnard School District's management. As part of our engagement, we may also propose standard, adjusting, or correcting journal entries on your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing all services performed as part of this engagement as well as evaluating the adequacy and results of those services and accepting responsibility for the services. In addition, management is responsible for adjusting the financial statements for all material adjustments and for confirming to us in the management representation letter that all uncorrected misstatements aggregated by us during the current audit engagement are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

By your signature below, you acknowledge that you are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government that involves management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government that have been received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring

that the entity complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm to us in your management representation letter your understanding of your responsibilities as defined in this letter.

## **Other**

We understand that your employees will type all confirmations we request and will locate any documents we select for testing.

Jeff Nigro is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Nigro & Nigro's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

It is our policy to keep records related to this engagement for seven (7) years. However, Nigro & Nigro does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period Nigro & Nigro shall be free to destroy our records related to this engagement.

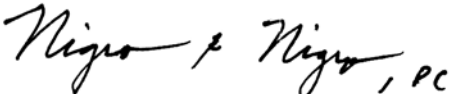
The maximum annual fee under this contract shall be \$9,000 for each of the fiscal years ended June 30, 2018 through 2020. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

If a dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Oxnard School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "Nigro & Nigro, PC".

Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Oxnard School District.

APPROVED:

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Oxnard School District

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Date



December 16, 2016

Oxnard School District  
1051 South A Street  
Oxnard, CA 93030

We are pleased to confirm our understanding of the services we are providing for Oxnard School District for the fiscal year ended June 30, 2018. We will audit the financial statements of the Measure R Building Fund of Oxnard School District as of and for the fiscal year ended June 30, 2018. We will also conduct an annual performance audit in accordance with *Government Auditing Standards* to ensure that bond proceeds have been spent only on allowable costs.

### **Objective**

The objective of our financial audit is the expression of an opinion about whether the financial statements of the Measure R Building Fund are fairly presented, in all material respects, in conformity with generally accepted accounting principles.

The objective of our performance audit is the expression of an opinion about whether the expenditures charged to the Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measure "R".

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records of Oxnard School District and other procedures we consider necessary to enable us to express an opinion on whether the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.

### **Audit Procedures**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit is not designed, though, to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. We will inform you of any material errors, fraudulent financial reporting or misappropriation of assets that come to our attention. In addition, we will inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Oxnard School District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Oxnard School District complies with applicable laws, regulations, contracts, and other agreements.

Our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate internal control-related matters to management and those charged with governance as required by professional standards.

### **Management Responsibilities**

We understand that you will make all financial records and related information available to us for our audit and that you are responsible for the accuracy and completeness of that information. The management of Oxnard School District has the responsibility for the proper recording of transactions in the books of account, for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the safeguarding of assets, for ensuring compliance with applicable laws and regulations, and for the preparation and substantial accuracy of the financial statements, in accordance with generally accepted accounting principles. Although we may advise you about appropriate accounting principles and their application, the selection and method of application are the sole responsibility of the Oxnard School District's management. As part of our engagement, we may also propose standard, adjusting, or correcting journal entries on your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing all services performed as part of this engagement as well as evaluating the adequacy and results of those services and accepting responsibility for the services. In addition, management is responsible for adjusting the financial statements for all material adjustments and for confirming to us in the management representation letter that all uncorrected misstatements aggregated by us during the current audit engagement are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

By your signature below, you acknowledge that you are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government that involves management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government that have been received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring

that the entity complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm to us in your management representation letter your understanding of your responsibilities as defined in this letter.

## **Other**

We understand that your employees will type all confirmations we request and will locate any documents we select for testing.

Jeff Nigro is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Nigro & Nigro's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

It is our policy to keep records related to this engagement for seven (7) years. However, Nigro & Nigro does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period Nigro & Nigro shall be free to destroy our records related to this engagement.

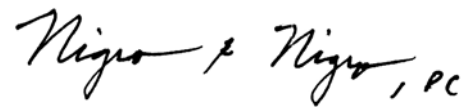
The maximum annual fee under this contract shall be \$9,000 for each of the fiscal years ended June 30, 2018 through 2020. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

If a dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Oxnard School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "Nigro & Nigro, PC".

Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Oxnard School District.

APPROVED:

---

Oxnard School District

---

Date

**OSD BOARD AGENDA ITEM**

Name of Contributor: Robin Freeman

Date of Meeting: 2/15/17

- Study Session: \_\_\_\_\_  
Closed Session \_\_\_\_\_  
A-1. Preliminary \_\_\_\_\_  
A-II. Reports \_\_\_\_\_  
B. Hearings \_\_\_\_\_  
C. Consent Agenda \_\_\_\_\_
- Agreement Category:  
 Academic  
 Enrichment  
 Special Education  
 Support Services  
 Personnel  
 Legal  
 Facilities
- D. Action Items \_\_\_\_\_  
F. Board Policies      1<sup>st</sup> Reading \_\_\_\_\_      2<sup>nd</sup> Reading \_\_\_\_\_

**Ratification of Agreement #16-227 – Houghton Mifflin Harcourt (Freeman)**

---

Houghton Mifflin Harcourt provided professional development to staff in the Oxnard School District for the English Language Development Curriculum, English 3D. Training was held on November 3, 2016 and November 9, 2016.

**FISCAL IMPACT:**

Not to exceed \$5,900.00 – General Fund-Non-Targeted

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Educational Services, that the Board of Trustees ratify Agreement #16-227 with Houghton Mifflin Harcourt.

**ADDITIONAL MATERIAL(S):**

**Attached:**      Agreement #16-227, Houghton Mifflin Harcourt (6 Pages)

**SERVICES AGREEMENT**

This Agreement (the "Agreement") dated as of November 3, 2016 (the "Effective Date"), between Houghton Mifflin Harcourt Publishing Company, a Massachusetts corporation located at 125 High Street, Boston, Massachusetts 02110 ("HMH") and Oxnard Elementary School District located at 1051 South A Street, Oxnard, CA 93030, (the "District") (together, the "parties").

WHEREAS, the District desires to purchase certain services as described in Exhibit A; and

WHEREAS, HMH desires to perform such services, in consideration for the Fees (as defined herein);

NOW THEREFORE, the Parties hereby agree as follows:

1. **Services.** (i) Subject to the payment of the Fees (as defined herein), HMH shall provide the training and support services as set forth in the proposal attached hereto and incorporated herein as Exhibit A (the "Services").

(ii) Delivery of the Services is subject to the Houghton Mifflin Harcourt Services Terms and Conditions available at <http://www.hmhco.com/common/terms-conditions#hnhstc>.

2. **Fees.** The District agrees to pay for the Services a total purchase price of \$5,900.00 as set forth in Exhibit A (the "Fees"). All invoices shall be paid within thirty (30) days of receipt. If such payments are not made within thirty (30) days, HMH may terminate this Agreement upon thirty (30) days prior written notice of such breach, unless such breach is promptly cured.

3. **Term.** With respect to the Services specified in Paragraph 1 above, the term shall be from the Effective Date through [REDACTED] November 30, 2016.

4. **Waiver.** The failure of either party at any time to require performance by the other of any provision of this Agreement will in no way affect the full right to require such performance at any time thereafter. Nor will the waiver by either party of a breach of any provision hereof be construed as a waiver of any succeeding breach of that provision.

5. **Notices.** All notices hereunder will be in writing and will be effective upon delivery, upon deposit in the U.S. Mail if sent by certified or registered mail, return receipt requested, with proper postage affixed, or sent by overnight courier and, if sent to District, at the address in the first paragraph of this Agreement. If notice is to HMH, at the address specified below:

Houghton Mifflin Harcourt Publishing Company  
125 High Street  
Boston, MA 02110  
Attention: Lisa Jacobson, Director, Business Desk

6. **Intellectual Property Rights.** The District acknowledges and agrees that all right, title, and interest in and to the Services and any and all related training materials, documentation and other material, including associated intellectual property rights, are and shall remain with HMH and/or its licensors. The District agrees that any material that may be created pursuant to this Agreement is the exclusive property of HMH and all right, title and interest therein, including all intellectual property rights such as copyright, shall automatically vest in HMH.

7. **Assignment.** The District shall not assign or transfer this Agreement to any person, firm, corporation, or any other entity, without the prior written consent of HMH.

8. **Third Parties.** Nothing in this Agreement, express or implied, is intended or will be construed to confer upon or give to any person, firm, corporation or any other entity other than the parties hereto any remedy or claim under or by reason of this Agreement or any term, covenant or condition hereof, all of which will be for the sole and exclusive benefit of the parties hereto.

9. **Headings and Survival.** The headings of the paragraphs of this Agreement are inserted as a matter of convenience and for reference purposes only, are of no binding effect, and in no respect define, limit or describe the scope of this Agreement or the intent of any paragraph herein. Sections 2 and 6-8 shall survive termination or expiration of this Agreement.

10. **Relationship of the Parties.** It is acknowledged and agreed that each party is a separately established entity, and that no party is the partner or legal representative of the other, nor does any party have the authority to bind the others to any legal obligation.

11. **Termination.** This Agreement may be terminated by either party at any time upon breach or alleged breach of any material term or provision of this Agreement by the other which is not cured within thirty (30) days after written notice of such breach or alleged breach is given.

12. **Full Agreement.** This Agreement, together with the Hosting Services Terms and Conditions accepted by the District in connection with any hosting services it may purchase, constitutes the entire understanding and agreement between the parties concerning the subject matter herein, and supersedes all prior agreements or representations, oral or written. No amendment or modification of this Agreement will be effective unless in writing and signed by both parties.

13. **Governing Law.** This Agreement shall be governed by the laws of the State of New York without regard for its choice of law principles. The parties agree to submit to the exclusive jurisdiction of the courts in the State of New York for any disputes or claims arising from or in connection with this Agreement.

IN WITNESS WHEREOF, the undersigned have duly executed this Agreement as of the date first written above.

**HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY**

By: \_\_\_\_\_

Printed Name: Lisa A. Jacobson

Title: Director, Business Desk

**OXNARD [REDACTED] SCHOOL DISTRICT**

By: \_\_\_\_\_

Printed Name: Lisa A. Franz

Title: Director, Purchasing





# Houghton Mifflin Harcourt

**Cost Proposal**

Prepared For

## Oxnard Elementary School District

For the Purchase of:

### English 3D Professional Development

Prepared By

Open ISG - Lindsay Litzinger

[lindsay.litzinger@hmhco.com](mailto:lindsay.litzinger@hmhco.com)

**PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.**



Cost Proposal INTRPCISG Charge

**Houghton Mifflin Harcourt**

Attention:  
Cristina Huizar  
[chuizar@oxnardsd.org](mailto:chuizar@oxnardsd.org)

Intervention Solutions Group  
255 38th St. Suite L  
St. Charles, IL 60174  
FAX: 800-724-4716

[InterventionSolutionsOrders@hmhco.com](mailto:InterventionSolutionsOrders@hmhco.com)

**HMH Confidential and Proprietary**

## Oxnard Elementary School District English 3D Professional Development

ISBN	Title	List Price	Discount %	Sale Price	Quantity	Purchase Amount
<b><u>English 3D - Implementation Services</u></b>						
<b>Implementation Services</b>						
3025750	9780545422987 English 3D Course I Implementation Training Day 1 (up to 20 participants, 1 day)	\$2,950.00		\$2,950.00	2	\$5,900.00
<b>Total for Implementation Services</b>						<b>\$5,900.00</b>
<b><u>Total for English 3D - Implementation Services</u></b>						<b>\$5,900.00</b>

**Proposal Summary**

<b>Subtotal Purchase Amount:</b>	<b>\$5,900.00</b>
<b>Shipping &amp; Handling (0.00%):</b>	<b>\$0.00</b>
<hr/>	
<b>Total Cost of Proposal (PO Amount):</b>	<b>\$5,900.00</b>



Cost Proposal INTRPCISG Charge

**Houghton Mifflin Harcourt**

Attention:  
Cristina Huizar  
chuizar@oxnardsd.org

Intervention Solutions Group  
255 38th St. Suite L  
St. Charles, IL 60174  
FAX: 800-724-4716

**HMH Confidential and Proprietary**

InterventionSolutionsOrders@hmhco.com

**Oxnard Elementary School District  
English 3D Professional Development**

**Total Cost of Proposal (PO Amount): \$ 5,900.00**

This is a cost proposal only.

This cost proposal is subject to HMH's Standard Terms and Conditions ("Ts & Cs") below:

<http://www.hmhco.com/common/terms-conditions>

Ts & Cs are also found on HMH invoices.

HMH reserves the right to modify its Ts & Cs from time to time and agrees to notify you prior to such modifications becoming effective.

**Date of Proposal: 10/25/2016**

**Proposal Expiration Date:11/30/2016**



**Houghton Mifflin Harcourt**



Cost Proposal INTRPCISG Charge

**Houghton Mifflin Harcourt**

Attention:  
Cristina Huizar  
chuizar@oxnardsd.org

Intervention Solutions Group  
255 38th St. Suite L  
St. Charles, IL 60174  
FAX: 800-724-4716

**HMH Confidential and Proprietary**

InterventionSolutionsOrders@hnhco.com

## **BOARD AGENDA ITEM**

Name of Contributor: Lisa Cline

Date of Meeting: 2/15/17

STUDY SESSION \_\_\_\_\_

CLOSED SESSION \_\_\_\_\_

SECTION A: PRELIMINARY \_\_\_\_\_

SECTION B: HEARINGS \_\_\_\_\_

SECTION C: CONSENT AGENDA \_\_\_\_\_

Agreement Category:

\_\_\_\_\_ Academic

\_\_\_\_\_ Enrichment

\_\_\_\_\_ Special Education

\_\_\_\_\_ Support Services

\_\_\_\_\_ Personnel

\_\_\_\_\_ Legal

  X   Facilities

SECTION D: ACTION \_\_\_\_\_

SECTION E: REPORTS/DISCUSSION \_\_\_\_\_

SECTION F: BOARD POLICIES 1<sup>ST</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

### **Ratification of Amendment #4 to Agreement #12-118 - Flewelling & Moody Architecture Inc. (Cline/Fateh)**

At the Board meeting of October 3, 2012, the Board of Trustees approved Agreement #12-118 with F & M Architecture Inc. to provide Architectural Services and serve as the Architect of Record for the Driffill School P2P+ Project in the amount not to exceed \$300,000.00. These services were funded by Measure M Funds.

At the Board meeting of March 6, 2013, the Board of Trustees approved Amendment #1 in the amount of \$250,000.00 for F & M Architecture Inc. to provide closeout coordination services as required for DSA certifications on the District's projects that do not currently have certification, for a total contract amount of \$550,000.00. Amendment #1 was funded by Measure L Funds.

At the Board meeting of March 20, 2013, the Board of Trustees approved Amendment #2 in the amount of \$125,900.00 for F & M Architecture Inc. to provide additional services for Kindergarten Improvements at Driffill School, for a total contract amount of \$675,900.00. Amendment #2 was funded by Measure R Funds.

At the Board meeting of December 11, 2013, the Board of Trustees approved Amendment #3 in the amount of \$57,600.00 for F & M Architecture Inc. to provide additional services to revise the original bio swale construction documents, revise interim housing facilities location, utility connections, access and site related modifications at Driffill School, for a total contract amount of \$733,500.00. Amendment #3 was funded by Measure M Funds.

Amendment #4 in the amount of \$158,000.00 is for F & M Architecture Inc. to provide additional services for DSA Closeout and Certification Assistance for various projects. Also, this Amendment is to provide design services for installation of perimeter fencing and sidewalks and installation of playground equipment, curb and safety surface at Driffill School. Amendment #4 will be funded by Deferred Maintenance Funds and anticipated completion date is June 2018.

### **FISCAL IMPACT**

\$158,000.00 to be paid out of Deferred Maintenance Funds

### **RECOMMENDATION**

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services and the Director of Facilities, that the Board of Trustees ratify Amendment #4 to Agreement #12-118 Flewelling & Moody Architecture Inc. in the amount of \$158,000.00 to be paid from Deferred Maintenance.

### **ADDITIONAL MATERIAL**

1. Amendment #4 To Agreement #12-118 Flewelling & Moody Architecture Inc. (1 page)
2. Proposal (8 pages)
3. Amendment #3 F & M Architecture Inc. (6 pages)
4. Amendment #2 F & M Architecture Inc. (2 pages)
5. Amendment #1 F & M Architecture Inc. (1 page)
6. Agreement #12-118 F & M Architecture Inc. (35 pages)

**AMENDMENT #4 TO AGREEMENT #12-118  
FLEWELLING & MOODY ARCHITECTURE INC.**

At the Board meeting of October 3, 2012, the Board of Trustees approved Agreement #12-118 with F&M Architecture, to provide Architectural Services and serve as the Architect of Record for the Driffill School P2P+ Project in the amount not to exceed \$300,000.00. These services were funded by Measure M Funds.

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**OXNARD SCHOOL DISTRICT:**

**FLEWELLING & MOODY  
ARCHITECTURE INC.:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

Lisa A. Franz, Director, Purchasing  
*Typed Name/Title*

\_\_\_\_\_  
*Typed Name/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*



# Proposal for: Oxnard School District

## **DSA Closeout and Certification Assistance for various construction projects**

Submitted to:  
**Lisa Cline, Assistant Superintendent Business and Fiscal Services**  
**David Fateh, Director of Facilities**

**1051 South A Street**  
**Oxnard, California**

**January 27, 2017**



# DSA Closeout Tasks and Certification Assistance for Various Construction Projects

## I. Project Description/Scope of Work

1. The District has a number of buildings and other structures that have not been certified by the Division of the State Architect (DSA). Projects may require documentation research, development of documents for approval by various agencies as well as assistance in addressing construction elements that may not have been completed previously to allow for the submittal of a project for certification. The District requires assistance in certification and developing the required documentation.
2. Assist the District in prioritizing which projects are to be addressed for purposes of aiding newer projects seeking DSA approval.
3. Assist the District with minor construction tasks that may be required as part of the project certification or approvals process.

## II. Scope of Services

1. Review with District which projects require DSA certification and the outstanding items may be required to obtain certification
2. Meet with DSA staff to determine which project requirements are actually required to meet certification approval
3. Develop or obtain required documentation from District archives, inspectors, testing labs, consultants, etc.
4. Field investigate existing conditions to determine feasibility of obtaining required certification
5. Submit documents and assist the District in obtaining Division of the State Architect approval
6. Provide construction administration services for the execution of the work.

## III. Project Team

The project team members are as follows:



- Architect Scott Gaudineer, AIA, C-14211
  - Closeout Specialist Megan Fries
- Other team members shall be used as required to obtain DSA certification

#### **IV. Professional Services Fee**

The fee for the specified scope of services shall be on an hourly basis per Schedule of Billing Rates with a cap of \$155,000. The billing shall be monthly. Reimbursable and consultant expenses shall be submitted at cost.

#### **V. Schedule of Billing Rates**

Effective January 1, 2017

Principal	\$250.00
Project Manager	\$160.00
Architect	\$125.00
Certification Specialist	\$65.00
Tech Assistant	\$60.00
Accountant	\$65.00

All payments are due upon receipt of invoice. Any payments not received within thirty (30) days of invoice shall incur interest at a rate of seven percent (7%) per annum for all unpaid balances. Consultant and reimbursable costs shall be at cost, with no mark up.





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**III: Project Team .....3**

**IV. Professional Services Fee .....4**

**V. Schedule of Billing Rates.....4**



815 Colorado Blvd  
Suite 200  
Los Angeles, CA 90041  
323 . 543 . 8300  
flewelling-moody.com



# Proposal for: Oxnard School District

## **New Perimeter Fencing and Playground Structure at Drifill School**

Submitted to:  
**Lisa Cline, Deputy Superintendent, Business and Fiscal Services**  
**David Fateh, Director of Facilities**

**1051 South A Street**  
**Oxnard, California**

**January 31, 2017**



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**II: Project Background .....2**

**III: Scope of Work.....2**

**IV. Project Schedule.....2**

**V. Project Team .....2**

**VI. Professional Service Fee.....3**

**VII. Schedule of Billing Rates.....3**



**I. Description of the Work**

- A. Installation of perimeter fencing and sidewalks
- B. Installation of playground Equipment, curb and safety surface

**II. Project Background**

The previous P2P project included demolition of an existing classroom building. After removal of the existing building, there is a need to enclose the campus. Currently, temporary fencing has been placed to secure the campus. This project will replace the temporary fencing with permanent and esthetically pleasing perimeter fencing.

Furthermore, additional playground and flatwork will be added to the adjacent kindergarten yard for use by the school.

**III. Scope of Work**

- A. Determine if project requires DSA approval and obtain approval if applicable (over- the counter Accessibility review?).
- B. Provide biddable construction documents to include playground equipment plans (provided by Dave Bang and Associates or other vendors).
- C. Assist Purchasing Department with bid and award.
- D. Assist Facilities Department during construction phase.

**IV. Project Schedule**

The construction phase of this project must be started as soon as 2017 summer break starts and must be completed before start of school year 2017/2018

**V. Project Team**

The project team members are as follows:

- Architect                      Scott Gaudineer, AIA, C-14211
- Other team members shall be used as required to obtain DSA certification



## **VI. Professional Services Fee**

The fee for the specified scope of services shall be on an hourly basis per Schedule of Billing Rates with a cap of \$3,000. The billing shall be monthly. Reimbursable and consultant expenses shall be submitted at cost.

## **VII. Schedule of Billing Rates**

Effective January 1, 2017

Principal	\$250.00
Project Manager	\$160.00
Architect	\$140.00
Designer/ CADD Technician	\$125.00
Tech Assistant	\$60.00
Accountant	\$65.00

All payments are due upon receipt of invoice. Any payments not received within thirty (30) days of invoice shall incur interest at a rate of seven percent (7%) per annum for all unpaid balances. Consultant and reimbursable costs shall be at cost, with no mark up.



**AMENDMENT #3 TO AGREEMENT #12-118  
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**OXNARD SCHOOL DISTRICT:**

**FLEWELLING & MOODY  
ARCHITECTURE INC.:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

Lisa A. Franz, Director, Purchasing  
*Typed Name/Title*

\_\_\_\_\_  
*Typed Name/Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*



# **Proposal for: Oxnard School District Oxnard, CA**

## **Revisions to P2P Phase 3 Construction at Driffill Elementary School**

F&M Architecture, Inc. No.2517

Submitted to:  
Jorge B. Gutierrez

**Executive Director of Facilities, Engineering and Construction  
1055 C Street  
Oxnard, California 93030**

**November 12, 2013**

Nevada Office • 4882 Frank Sinatra Drive • Las Vegas, NV 89109

*Direct all correspondence to:* 815 Colorado Blvd, Suite 200 • Suite 200 • Los Angeles, CA 90041

t. (323) 543-8300 • f. (323) 543-8198



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## **Exhibit "A"**

### **Revisions to P2P Phase 3 at Driffill Elementary School**

#### **I. Project Description/Scope of Work**

1. Revise the original bio swale construction documents to reflect District requested changes.
2. Revise interim housing facilities (relocatable buildings) location and utility connections, access and site related modifications

#### **II. Scope of Services**

The basic services shall include:

1. Field investigate existing conditions related to proposed location and capacity requirements of the facility.
2. Meet with the City of Oxnard staff to review District requested changes regarding the bio swale.
3. Prepare construction documents for change order pricing and assist the District in obtaining required approvals.
4. Provide construction administration services for the execution of the work.

#### **III. Project Team**

The project team members are as follows:

- |                       |   |
|-----------------------|---|
| ▪ Architect           | Scott Gaudineer, AIA, C-14211<br>F&M Architecture, Inc. |
| ▪ Electrical Engineer | Samuel A. Michael, P.E. E-17658                         |

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Budlong and Associates, Inc.

- Civil Engineer

Fred Tice, C.E. L-7585  
MNS Engineers, Inc.

#### **IV. Professional Services Fee**

The fee for the specified scope of services shall be a fixed fee in the amount of \$57,600 payable according to percentage of work completed. The billing shall be monthly. Reimbursable expenses for printing, plotting and shipping shall not exceed \$500.00.

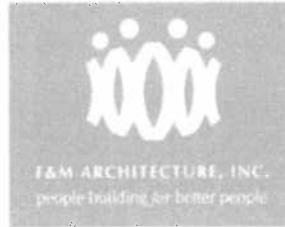
Additional services shall be on a time and material basis in accordance to Exhibit "B". All additional services shall be approved by the Client in writing prior to the start of the work.

**END OF PROPOSAL**

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## Exhibit "B"

### **F&M ARCHITECTURE, INC. SCHEDULE OF BILLING RATES**

Effective January 1, 2013

Principal	\$250.00
Project Manager	\$190.00
Senior Design Architect	\$175.00
Architect II	\$150.00
Architect I	\$125.00
Senior CA Field Representative	\$175.00
CA Field Representative II	\$150.00
CA Field Representative I	\$125.00
Senior Designer	\$150.00
Designer II	\$125.00
Designer I	\$110.00
CADD III	\$110.00
CADD II	\$90.00
CADD I	\$75.00
Senior Tech Assistant	\$105.00
Tech Assistant II	\$90.00
Tech Assistant I	\$75.00
Accountant	\$160.00
Accounting I	\$125.00
Accounting Clerk	\$75.00
Secretary III	\$90.00
Secretary II	\$75.00
Secretary I	\$50.00

All payments are due upon receipt of invoice. Any payments not received within thirty (30) days of invoice shall incur interest at a rate of seven percent (7%) per annum for all unpaid balances.

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March 12, 2013

**Mr. Jorge B. Gutierrez**  
Executive Director of Facilities Planning, Engineering & Construction  
Oxnard School District  
1055 South C Street  
Oxnard, California 93030

**RE: Project No.2, Kindergarten Improvements at Driffill K-8 School – Proposal for Architectural & Engineering Services-Revised**

Dear Jorge,

In response to your correspondence of February 22, 2013 F&M Architecture, Inc. submits this proposal for A/E services for the referenced project.

As the Architect-of-Record for the new classroom building project being constructed at Driffill it is our intent use the current consultants working with us to assist us in the design and construction administration of this new project.

We have reviewed the detailed description of Project 2 and understand the budget, scope and schedule accordingly. The schedule is aggressive; however we feel the key milestones are achievable. It is our intent to submit this project to DSA by June 7, 2013.

We understand that the construction budget is set at \$1,576,802 includes the construction of 5240 square feet of new construction (four kindergarten classrooms and associated support spaces) the demolition of three portable classrooms and the demolition of an existing 4,650 square feet classroom building, as well associated site work and exterior aesthetic enhancements to the existing kindergarten building.

We propose a fixed fee of \$ 125,900 to complete all phases of design and construction administration. The new work would be covered by our existing agreement as additional services.

Thank you for this opportunity to continue to serve the Oxnard School District.

Sincerely,

A handwritten signature in blue ink that reads "Scott F. Gaudineer".

Scott F. Gaudineer, AIA  
President/CEO

Cc. Jeff Chancer, Superintendent



February 23, 2013

**RE: Project No.2, Kindergarten Improvements at Driffill K-8 School – Proposal for Architectural & Engineering Services**

**Accepted**

*Lisa Cline*

Lisa Cline, Assistant Superintendent  
Business & Fiscal Services

**Date**

*3/21/13*

Date

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AMENDMENT #1 TO OSD AGREEMENT #12-118



February 18, 2013

Lisa Cline  
Assistant Superintendent of Business and Fiscal Services  
**Oxnard School District**  
1055 South C Street  
Oxnard, California 93030

**RE: Architectural Services Proposal – DSA Closeout - F&M 2517.400**

Lisa,

Per our conversation of last week, F&M Architecture, Inc., will provide closeout coordination services as required for DSA certifications on the District's projects that do not currently have certification.

We have researched the DSA website and established the required documentation for each project. We have prioritized the work to focus on the P2P projects first, and moving through all seven phases of the work plan as presented to Jorge Gutierrez.

We will bill efforts per our hourly rate, as attached to our Drifill agreement. As discussed, the District will set a cap of \$250,000 at this time. With some luck, we should be able to complete within this cap.

Thank you for the opportunity to serve Oxnard School District.

Sincerely,

  
Scott F. Gaudineer

Approved,

  
\_\_\_\_\_  
Lisa Cline  
Assistant Superintendent of Business and Fiscal Services

3-7-13  
\_\_\_\_\_  
Date

{cc: Jorge B. Gutierrez}

**OSD #12-118**

**AGREEMENT FOR ARCHITECTURAL SERVICES**

**BETWEEN**

**F&M ARCHITECTURE, INC.**

**AND**

**OXNARD SCHOOL DISTRICT**

**SEPTEMBER 20, 2012**

**FOR**

**DRIFFILL ELEMENTARY SCHOOL**

**DSA # 03-113652**

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## AGREEMENT FOR ARCHITECTURAL SERVICES

### PREAMBLE

This Agreement for Architectural Services (“**Agreement**”) is entered into on this 20<sup>th</sup> day of September, 2012 by and between F&M Architecture, Inc., an architectural firm that employs architects licensed to work in the State of California (collectively and individually, the “**Architect**”), with a business address at 815 Colorado Boulevard, Suite 200, Los Angeles, California 90041-1722 and the Oxnard School District, a California public school district (“**District**”), with offices located at 1051 South A Street, Oxnard CA 93030, in connection with services commencing on September 20, 2012. District and Architect are sometimes individually referred to herein as “Party” and collectively as “Parties.”

### RECITALS

**WHEREAS, the District** proposes to undertake the construction and installation of certain improvements, as further defined and described below (the “**Project**”) and, in connection with the Project, requires the services of a duly qualified and licensed architect.

**WHEREAS, the Architect** represents that its employees are licensed to practice architecture in the State of California, as appropriate, and that the Architect is qualified to perform the services required under this Agreement.

**WHEREAS, the Parties** intend that the Architect provide professional services pursuant to this Agreement, under the management and oversight of the District’s Representative, in such manner as to enable the Project to be designed and constructed with the standard of care described herein without burdening the District’s staff.

### AGREEMENT

**NOW, THEREFORE,** in consideration of the promises and covenants herein and other valuable consideration, receipt of which is acknowledged, the Parties agree as follows:

#### SECTION 1 GENERAL PROVISIONS

1.1 **DEFINITIONS.** When used in this Agreement, the following terms shall have the meanings set forth below:

1.1.1 “**Addendum**” shall mean written or graphic information (including without limitation Drawings and Specifications), prepared and issued prior to the receipt of Bids, which modifies or interprets the Bid Set by additions, deletions, clarifications, or corrections.

1.1.2 “**Additional Services**” shall mean those services in addition to the Basic Services that are provided by the Architect pursuant to a written request by the District.

1.1.3 “**Agreement**” shall mean this document and all its identified exhibits, attachments and amendments.

**1.1.4 “Architect”** shall mean the architectural firm listed in the first paragraph of this Agreement.

**1.1.5 “Architect Consultant”** shall mean a person properly qualified and licensed in various aspects of design and construction employed at Architect’s sole expense, pursuant to prior approval from the District, to provide Services for the Project.

**1.1.6 “Architect’s Supplemental Instruction” or “ASI”** shall mean a small set of drawings which better explains the intent of the design of a building or structure.

**1.1.7 “As-Built Documents”** shall mean the collection of documents assembled and prepared by the Contractor (including, without limitations the As-Built Drawings and specifications, shop drawings, approved changes, RFIs, manuals etc.) showing the condition of the Project as actually built and accepted.

**1.1.8 “As-Built Drawings”** shall mean the final set of drawings prepared by the Architect that incorporates all changes from all drawings, sketches, details, and clarifications recording all changes from the Bid Set.

**1.1.9 “Basic Fee”** shall mean the compensation provided to the Architect for providing Basic Services.

**1.1.10 “Basic Services”** shall consist of (i) bidding and construction administration and (iii) preparing and/or signing documentation required to obtain funding from any program administered by the State.

**1.1.11 “Bid”** shall mean the written proposal submitted to the District by a Contractor in accordance with the Bid Set for the construction of the Project.

**1.1.12 “Bid Set”** shall mean the DSA Record Set, the construction contract, general conditions and any other documents included in the bid packages, including but not limited to any addenda, all in a form that District approves and uses to bid the construction of the Project.

**1.1.13 “Bidder”** shall mean the person or entity submitting a Bid.

**1.1.14 “CDE”** shall mean the California Department of Education.

**1.1.15 “Change Order” or “CO”** shall mean a written document between the District and the Contractor that is signed by the District and the Contractor authorizing a change in the work or and adjustment in the contract, or the contract time.

**1.1.16 “Change Order Request” or “COR”** shall mean a proposed change(s) in contract amount, requirements or time (outside the scope of the construction contract and/or provisions of its changes clause) which becomes a Change Order when approved by the other party (owner or contractor).

**1.1.17 “Construction Budget”** shall mean the Construction Cost, established by the District representative, of the documents and specifications prepared by or under the direction of the Architect, as amended by agreement of the parties during any subsequent phase.

**1.1.18 “Construction Cost”** shall mean, as of acceptance of the Project, the cost of all labor, materials, and fixtures (but not trade fixtures) supplied by the Contractor and subcontractors to construct the Project, including mobilization, demobilization, materials and other costs typically included in this calculation and *excluding* (i) all fees and costs paid to the Architect and any of their consultants, (ii) all costs and expenses of services, reports, information, equipment and materials furnished by the District, (iii) all costs and fees related to off-site improvements, (iv) all costs incurred to remedy any design or construction defects or errors, and (v) any other Project-related costs and fees typically excluded.

**1.1.19 “Construction Documents”** shall mean those documents which are required for the actual construction of a project, including but not limited to the agreement between the District and the Contractor; complete working drawings and specifications setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for architectural, structural, mechanical, electrical systems and utility service-connected equipment and site work.

**1.1.20 “Construction Manager”** shall mean and refers to any professional or consultant retained by the District to plan, direct and coordinate the construction of the Project.

**1.1.21 “Construction Phase(s)”** shall mean individual construction contract packages that are bid separately.

**1.1.22 “Contractor”** shall mean the general contractor or any other contractor selected to perform work or services on the Project or any replacement.

**1.1.23 “Contractor Payment Application”** shall mean a Contractor’s written request for payment for completed portions of the work and for materials delivered or stored by the Contractor.

**1.1.24 “Design Bid Build”** shall mean a project delivery method defined by the following characteristic – design and construction are separate contracts.

**1.1.25 “District”** shall mean the Oxnard School District.

**1.1.26 “District Design Standards”** shall be the implementation of standard equipment and/or products as determined by the District, into the overall project design.

**1.1.27 “District’s Representative”** shall mean the Superintendent and/or, Assistant Superintendent of Business and Fiscal Services, and/or Executive Direct of Facilities Engineering and Operations, or any authorized designee of those officers.

**1.1.28 “DSA”** shall mean the Division of the State Architect of the State of California.

**1.1.29 “DSA Record Set”** shall mean such documents, plans, drawings and specifications submitted to DSA as part of the design phase and stamped and approved by DSA for the Project.

**1.1.30 “Funding Consultant”** shall mean any consultant designated by the District that assists the District in submitting applications for funding from programs administered by the State.

**1.1.31 “Guaranteed Maximum Price” or “GMP”** shall mean the cost for construction and installation of a project determined by the District and the lease-leaseback entity when the Lease-Leaseback delivery method is used and shall include both the “Estimated GMP” and the “Final GMP”.

**1.1.32 “Inspector of Record” or “IOR”** shall mean a certified Inspector approved by DSA to inspect work pursuant to the Field Act (California Education Code §17280 *et seq.*) and applicable provisions of the California Code of Regulations. The IOR also serves as the representative of the District to conduct field inspections of the Project during construction.

**1.1.33 “MOU”** shall mean a memorandum of understanding.

**1.1.34 “Notice of Completion” or “NOC”** shall mean the legal notice filed with the County Recorder after completion of construction project.

**1.1.35 “OPSC”** shall mean the Office of Public School Construction of the State of California.

**1.1.36 “Phase”** when used without the word “Construction” shall mean the various phases of architectural work described in this Agreement.

**1.1.37 “Potential Change Order” or “PCO”** shall mean a written document before it has been approved and effected by the contractor and owner.

**1.1.38 “Principal(s)”** shall mean individual(s) who are participating owners of the Architect and are authorized to act on behalf of the firm.

**1.1.39 “Project”** shall mean the project described hereinafter in Section 3.

**1.1.40 “Project Budget”** shall mean the sum total of all monies allocated by the District to defray costs of the work and services related to the Project; including but not limited to professional services, bids for all construction (such as site work, prime contracts, consultants, materials), contingencies and applicable general conditions for each Construction Phase.

**1.1.41 “Project Director”** shall mean, with reference to the Architect, a licensed, experienced and well trained professional employed by Architect and fully authorized to represent the Architect in all matters related to the Project including but not limited to executing change orders during construction, and to bind the Architect to any commitments made on the Architect’s behalf in connection herewith.

**1.1.42 “Project Manager”** shall mean the person assigned by the District to supervise the Project. The District will identify the Project Manager(s) for each Project.

**1.1.43 “Project Schedule”** shall mean the entire series of events necessary to design and construct the Project and encompasses work and services of the Architect, Contractors and other consultants.

**1.1.44 “Prolog”** shall mean the program/project management software required by the District to maintain, route and issue all design phase documents, construction documents, and close out documents.

**1.1.45 “Request for Information” or “RFI”** shall mean a written request from a contractor to the District or Architect for clarification or information about the contract documents following contract award.

**1.1.46 “SAB”** shall mean the State Allocation Board of the State of California.

**1.1.47 “Services”** shall mean all labor, materials, supervision, services, tasks, and work that the Architect is required to perform hereunder, including Basic Services and those Services reasonably inferred from this Agreement.

**1.1.48 “SWPPP”** shall mean Storm Water Prevention and Pollution Plan.

**1.1.49 “Time Impact Analysis” or “TIA”** shall mean a simplified analysis procedure typically specified on construction projects to facilitate the award of excusable days to project completion due to delays caused by either the owner or contractor.

**1.2 INCORPORATION OF RECITALS, EXHIBITS AND REFERENCED DOCUMENTS** The Recitals above and all Exhibits attached to this Agreement, now or hereafter by agreement of the parties, are incorporated herein by reference and made a part of this Agreement.

## **SECTION 2 EMPLOYMENT OF ARCHITECT**

**2.1 EMPLOYMENT OF ARCHITECT.** The District hereby retains the Architect, pursuant to California Government Code, Title 1, Division 5, Chapter 10.1 and Section 53060 thereof, to perform, for consideration and upon the terms and conditions set forth herein, all professional architectural and related Services required to complete the Project, as may be hereafter amended in an expeditious, safe and satisfactory manner. The Architect hereby accepts such retention and commits to perform all the professional services required to complete the Project in a professional and conscientious manner in accordance and consistent with highest industry standards and the standard of care generally employed by professionals licensed and qualified to perform similar services within the State of California. The Services shall be performed in a safe, expeditious and satisfactory manner, with allowance for periods of time required for (i) the District's review and approval of submissions to the District by the Architect; (ii) review and approval of submissions to those authorities having jurisdiction over the Project, and (iii) the Architect's review of submissions to the Architect from the District, or authorities having jurisdiction over the Project.

**2.2 PROJECT DIRECTOR AND OTHER EMPLOYEES.** The Architect shall appoint and designate one State of California licensed architect to serve as the Project Director for the Project. The Project Director shall maintain personal oversight of the Project and the Services and shall be the primary contact on the Architect's behalf for all matters related to the

Project for which he or she is designated as Project Director. The Project Director shall be vested with full authority to represent and act on behalf of the Architect for all purposes under this Agreement.

**2.3 ARCHITECT COVENANT AGAINST CONTINGENT FEES.** The Architect warrants and represents that it has not employed or retained any company or person, other than a bona fide employee working solely for the Architect, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Architect, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement. For breach or violation of this warranty, the District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the Basic Fee or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

### **SECTION 3 THE PROJECT**

The Project consists of such works of new construction, modernization and/or improvement that require services to be provided by Architect described as Driffill Elementary School New Classroom Building and Multipurpose Building Modernization and Addition that is currently under construction, DSA #03-113652.

### **SECTION 4 SERVICES**

**4.1 BASIC SERVICES.** Basic Services shall be construction administration of the project and project closeout, including any services reasonably inferred from this Agreement.

#### **4.2 GENERAL PROVISIONS CONCERNING BASIC SERVICES**

**4.2.1 Employment of Personnel.** The Architect shall employ, at its own cost and expense, any and all personnel needed to perform the Services. Architect must identify all personnel that will perform work at any District site and must obtain fingerprinting clearance from the District. Architect agrees to reallocate any personnel whose work is unsatisfactory to the District. Architect shall at all times be solely responsible for the compensation, benefits, tax deductions, insurance or other requirements of any laws applicable to its personnel.

**4.2.2 Employment of Architect Consultant(s).** For services not provided directly by the Architect, the Architect shall employ, at its own cost and expense, any and all needed Architect Consultant(s) to perform the services hereunder. Architect Consultant(s) retained by the Architect in the performance of this Agreement shall be licensed to practice in their respective professions where required by law. The Architect Consultant(s) will be required to show evidence of a policy of professional liability and/or project insurance that satisfies the requirements of Section 11.2 hereinafter.

**4.2.3** The Architect shall remain at all times primarily responsible for the adequate performance of each service and said employment of the Architect Consultants shall not relieve the Architect from administrative or other responsibility under law or this Agreement. Architect shall be responsible for the coordination and cooperation of the

Architect Consultants. The Architect's Consultant(s) may include but are not limited to designers and engineers for the structural, electrical, mechanical, plumbing (including fire sprinklers), landscaping, and civil portions of the Project. Prior to entering into any consulting agreement and prior to authorizing any consultant(s) to perform any services on the Project, the Architect shall submit a written request for approval to District. The request shall include the names of the Architect Consultant firms proposed for the Project and shall identify the key personnel of each Architect Consultant's firm. The District shall have the discretion to reject any proposed firm and/or personnel. If the proposed firm and/or personnel is rejected, the Architect may perform the Services at issue, if qualified to do so, or may propose an alternate acceptable to District.

**4.2.4 Cooperation with District and Other Consultants.** The Architect and its Consultant (s) shall confer and cooperate with District, the Project Manager, and other District consultants, if any, in all matters and activities as related to this Agreement and each Project.

**4.2.5 Prolog.** The project will be managed through the Prolog project management software from design through closeout. Architect will utilize the Prolog software as required by the District.

**4.2.6 Corrections to Construction Documents and Other Deliverables.** The Architect shall revise the Construction Documents as needed to incorporate any and all change orders and other necessary modifications required due to negligent acts or any errors or omissions by the Architect or the Architect Consultants.

**4.2.7 Minutes of Progress Meetings.** The Architect will note discussions during progress meetings concerning any Services and will provide a draft copy of the minutes.

**4.2.8 Independent Reviews; Audits.** Each Project shall at all times be subject to independent reviews conducted by the District or any other person selected by the District, including but not limited to Constructability Review and audits. Such reviews may include inspection of any work, documents or services related to the Project. The Architect shall cooperate with these reviews, including preparing written responses to written or verbal comments, and incorporating changes to the Construction Documents based on such comments. If the Architect does not deem that a comment requires a change, the Architect shall so state in a written response to the comment providing reasons why no change should be implemented. If District nevertheless directs the Architect to implement the requested change, the Architect will do so unless the change would result in a violation of applicable laws or requirements.

**4.2.9 Inspection of Records; Familiarity with Site and Project.** The Architect shall be solely responsible for researching and analyzing all records of the existing improvements and the proposed Project, identifying all District held record documents concerning each portion of the Project, conducting site visits and familiarizing itself with the conditions of the structure(s) and location(s) in which it is providing Services. It is required that the Architect will visit each site prior to design completion to validate existing conditions and record plans of existing buildings and site utilities.

**4.2.10 Funding Applications and Approvals.** The Architect shall assist the District with any and all funding applications and submittals for any program administered by the State or other entities. Architect may be required to prepare, sign and submit applications



and documents to various entities such as DSA, OPSC, and CDE. The Architect's duties shall include the preparation and submittal of application(s), plans and specifications, and any supplemental funding applications (such as CDE, as well as OPSC and others as may be required). The Architect shall respond timely to review comments and work cooperatively with the District's Funding Consultant to achieve any and all submittal deadlines.

**4.2.11 District Design Standards.** To the extent necessary and appropriate, the Architect shall be responsible for implementing all District Design Standards issued to the Architect by the District into the overall project design. Design standards include but are not limited to equalization standards, furniture, fixture and equipment standards, maintenance standards, data and technology standards, security intrusion and video surveillance standards.

**4.2.12 Storm Water Prevention and Pollution Plan (SWPPP).** To the extent necessary and appropriate, the Architect shall be responsible for all designs and permitting, excluding fees, as it relates to the SWPPP plans and specifications for the Project. Responsibility also includes the preparation of plans, specifications, and any other requirements needed to obtain the **required regulatory approvals** and permits.

**4.2.13 Changes.** The Architect shall revise the Construction Documents as needed to incorporate any and all change order requests, potential change orders, supplementary instructions and other necessary modifications. The Architect is responsible for obtaining DSA approval for all changes.

### **4.3 ADDITIONAL SERVICES**

**4.3.1 Architect Additional Services.** Additional Services for any Project will require written request or pre-authorization in writing by the District following specific approval of such services by the Board of Trustees. All Additional Services shall be paid by the District as provided in Section 5.2, Compensation for Additional Services.

**4.3.2** The following services are not Basic Services under this Agreement and are to be considered Additional Services:

**4.3.2.1** Revisions and changes requested by the District to be made to drawings, specifications or documents previously approved by the District prior to awarding the construction contract, provided that such changes are not (i) required to make the documents compliant with original design requirements, (ii) revisions that should have been implemented during design or (iii) necessary to comply with applicable laws, rules, or regulations.

**4.3.2.2** Services for repairs of damages to the Project resulting from third-party actions or unforeseen conditions or circumstances not the result of negligence or errors or omissions of the Architect or the Architect Consultants, including but not limited to repairs necessary due to damage caused by fire, flood or other unforeseen conditions not the result of negligence or errors or omissions of the Architect or the Architect Consultants.

**4.3.2.3** Additional Services required due to (i) the termination, delinquency or insolvency of the Contractor, or (ii) a default of the Contractor that does not arise

directly from the negligence or errors or omissions of the Architect or the Architect Consultants.

**4.3.2.4** Any of the following if directed by the District in writing: (i) the employment of specialty consultants not listed in the Architect's Basic Services, and (ii) the preparation of special delineations and models of facilities not included in the original Project.

**4.3.2.5** Contract administration services performed more than 180 days after the original construction contract completion date, except when such delay is caused in whole or in part by the negligence or errors or omissions or willful misconduct of the Architect or the Architect Consultants.

## **SECTION 5**

### **ARCHITECT'S COMPENSATION & PAYMENT SCHEDULE**

#### **5.1 COMPENSATION FOR BASIC SERVICES**

**5.1.1 Compensation Description.** The Architect shall perform the services pursuant to this Agreement and shall be compensated at the hourly rate schedule attached hereto as Exhibit A. Under no circumstances may the Architect's total compensation pursuant to this Agreement exceed three hundred thousand dollars (\$300,000).

**5.1.1.1 Invoices.** Invoices shall be submitted monthly.

#### **5.2 COMPENSATION FOR ADDITIONAL SERVICES**

**5.2.1** Fees negotiated for Additional Services pursuant to 4.3.2.1 that result in a change in the scope of the Project or Basic Services shall be processed as an amendment to the Basic Services and Basic Fee, subject to the approval of District's Board of Trustees.

**5.2.2** All other fees for Additional Services may be negotiated on a fixed fee or time and materials basis.

**5.3 DISPUTED AMOUNTS.** In the event of any good faith dispute concerning a particular payment or a portion of a payment under this Agreement, pursuant to Section 3320 of the California Civil Code, the District shall have the right to do either of the following: (i) make such disputed payment to the Architect without prejudice to the District's right to contest the amount so paid; or (ii) withhold up to 150% of the disputed amounts. If the District withholds amounts invoiced by the Architect, the District will notify the Architect in writing of the reasons for the withholding. From and after the date such notice is given, the District and the Architect shall use their good faith efforts to resolve the dispute as quickly as practicable under the circumstances. If the District has given such notice, the Architect shall not be entitled to terminate this Agreement or suspend Services hereunder on account of such nonpayment, provided the District makes payment for all undisputed sums. If the District chooses to withhold payments under clause (ii) of this Section and if it is subsequently determined that the District owes an additional payment to the Architect, the District shall pay such amount to Architect. If the District chooses to proceed under clause (i) of this Section and it is subsequently determined that the District overpaid the Architect, the Architect shall promptly refund to the District the amount of such overpayment.

## 5.4 COMPENSATION FOR REIMBURSABLE SERVICES

**5.4.1 PRIOR APPROVAL.** With the exception of reimbursable expenses detailed in Section 5.4.2 below, the District will not be obligated to pay for any service(s) performed or cost incurred by the Architect without prior written authorization by the District.

**5.4.2 REIMBURSABLE EXPENSES.** The EXCLUSIVE list of reimbursable expenses is set forth below. Claims for reimbursable expenses shall be documented by appropriate invoices and supporting receipts. The Architect may be reimbursed for those reasonable out-of-pocket expenses set forth below that are incurred and paid for by the Architect or the Architect Consultant in furtherance of performance of its obligations under this Agreement, but only to the extent that such expenses are directly related to Services satisfactorily completed, are approved by the District in writing and in total do not exceed two percent (2%) of the Basic Fee:

**5.4.2.1 Travel and Mileage.** Architect must request the travel in writing and justify why the travel should be reimbursed. Travel expenses must be approved in writing by District, in its sole discretion. Trips from any Architect's office or Architect Consultant's office to the Project site(s) or to the District's office will not be approved for reimbursement.

**5.4.2.2 Fees for Consultants.** Fees for consultants hired and paid by the Architect at the written request of District that are not provided as Basic Services.

## 5.5 INVOICES

**5.5.1 Invoices for Architect's Services.** The Architect shall submit an invoice in form and substance satisfactory to the District for its services pursuant to the fee schedule contained in **Exhibit A**. Payments for Architect's Services, shall be made monthly after approval by the Superintendent or his authorized designee. The Architect's invoice shall be clearly marked "Request for Payment for Architect Services." Each invoice shall be accompanied by receipts and adequate supporting information. As required by Section 3320 of the California Civil Code, payment on a properly submitted, fully supported and documented invoice will be due within thirty (30) days of the date all required supporting information is received by District.

**5.5.2 Invoices for Reimbursable Expenses.** Payments for Reimbursable Expenses, if any, shall be made monthly, unless otherwise specified within the reimbursable expense authorization. The Architect's invoice shall be clearly marked "Request for Payment of Reimbursable Expenses." Each invoice shall be accompanied by receipts and adequate supporting information. As required by Section 3320 of the California Civil Code, payment on a properly submitted, fully supported and documented invoice will be due within thirty (30) days of the date all required supporting information is received by District, unless the District disputes in good faith any portion of the amount claimed by the Architect to be due.

**5.5.3 Final Invoice.** Upon completion of all Services and delivery of final DSA certification, the Architect shall prepare a final invoice for the remaining amount due, including and separately identifying any amounts withheld by District hereunder. This invoice shall be prominently noted **FINAL INVOICE FOR DRIFILL PROJECT**.

The Architect shall provide a final invoice within thirty (30) days of District's notification of receipt of final DSA certification. The District shall pay within forty-five (45) days of approval of final invoice. No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages, or other sums withheld from payments to Contractors, provided the reason for such withholding is not attributable to the fault of the Architect or the Architect Consultants.

**5.5.4 Combined Invoices.** Invoices may be combined on a single invoice provided that the invoice is itemized and follows the instructions above.

## **SECTION 6**

### **DEFAULT; REMEDIES; SUSPENSION AND TERMINATION**

#### **6.1 TERMINATION BY DISTRICT**

**6.1.1 For Cause.** The District may terminate all or any portion of this Agreement or the Services for cause in the event of an Architect Default. This termination shall be effective if with respect to any monetary Architect Default, the Architect fails to cure such default within fifteen (15) calendar days following issuance of written notice thereof by the District and with respect to any non-monetary default for which no time period for cure is otherwise specified below, the Architect fails to cure such default within thirty (30) calendar days following issuance of written notice thereof by the District, or if the cure by its nature takes longer, fails to commence such cure within thirty (30) calendar days from the date of issuance of the notice and diligently prosecute such cure to the satisfaction of the District. If the District does not terminate, the District will have the right to withhold monies otherwise payable to the Architect until completion of all Services. If the District incurs additional costs, expenses or other damages due to the failure of the Architect to properly perform pursuant to this Agreement, those costs, expenses or other damages shall be deducted from the amount payable to the Architect. If the amount payable to the Architect exceed the amounts withheld, the balance will be paid to the Architect upon completion of all Services. If the costs, expenses or other damages incurred by the District exceeds the amounts withheld, the Architect shall be liable to District for the difference and the Architect shall promptly pay the District such difference. The provisions of this Paragraph 6.1.1 are in addition to, and not a limitation upon, any other rights and remedies of the District under law or in equity and shall survive the termination of this Agreement.

**6.1.2 For Convenience.** The District may terminate, abandon or suspend performance of this Agreement for convenience and without cause at any time upon thirty (30) days written notice to the Architect, in which case the District will pay the Architect as provided in Section 5 for all Services and authorized Additional Services actually performed, and all authorized Reimbursable Expenses actually incurred and paid, under and in accordance with this Agreement, up to and including the date of termination; provided that such payments shall not exceed the percentage amounts specified as compensation for the Phases of the Services completed, plus any Additional Services and Reimbursable Expenses completed prior to termination, unless the District at its sole discretion determines that demobilization or other compensation is appropriate. After a notice of termination is given, the Architect shall submit to the District a final claim for payment, in the form and with certifications prescribed by the District. Such claim shall

be submitted promptly, but in no event later than forty (40) calendar days after the Termination Date specified on the notice of termination.

Such payment shall be the Architect's sole and exclusive compensation and the District shall have no liability to the Architect for any other compensation or damages, including without limitation, anticipated profit, prospective losses, legal fees or costs associated with legal representation or consequential damages, of any kind.

**6.1.3 Temporary Suspension of Services.** If the Services are suspended in whole or in part by the District for less than one hundred twenty (120) consecutive calendar days, and notice to that effect was provided to the Architect prior to the suspension of the Services, the Architect shall complete any remaining Services in accordance with the terms herein as in existence at the time of suspension and the Architect shall not be entitled to additional compensation. If one hundred twenty (120) consecutive calendar days or more have elapsed before the Services are resumed, the Project's Schedule shall be adjusted and the Architect's compensation shall be equitably adjusted to provide for expenses incurred in the resumption of the Services.

**6.2 ARCHITECT DEFAULT.** The occurrence of one or more of the following events shall constitute an "Architect Default" under this Agreement:

**6.2.1 Inability to pay debts and Failure to Pay Architect Consultants.** At any time prior to the expiration or termination of this Agreement, the Architect is unable to pay its debts in the ordinary course of business as they come due, including but not limited to failure to pay, when due, invoices from Architect Consultants providing services in connection with this Agreement.

**6.2.2 Assignment for the benefit of creditors.** An assignment for the benefit of creditors is made by, or any bankruptcy, reorganization (in connection with a debtor relief proceeding), receivership, moratorium or other debtor relief proceedings are commenced by or against the Architect, and the same is not discharged within ninety (90) days of commencement.

**6.2.3 False or misleading.** Any representation or warranty made by the Architect in this Agreement or in connection with any Services proves to be false or misleading in any material respect.

**6.2.4 Failure to Provide Acceptable Design.** The Architect's failure to provide a functional design that can be built within the Construction Budget in accordance with industry standards.

**6.2.5 Defective Services; Errors or Omissions; Failure to Perform.** The Architect or the Architect Consultant (a) provides defective services, including any deficiencies due to errors or omissions, or (b) fails to deliver Services in a timely manner; or (c) causes any delays for any reason, including providing defective Services; or (d) fails to perform any obligations under this Agreement (including, without limitation, failure to supply sufficient skilled personnel or suitable materials or equipment or failure to adhere to the Project Schedule).

**6.2.6 Willful violation.** The District determines that (a) the Architect is willfully violating any conditions or covenants of this Agreement or the Contract Documents, or

(b) the Architect is executing Services in bad faith or not in accordance with terms hereof.

**6.2.7 Failure to Cooperate with DSA.** Failure to comply with DSA requirements or to submit documents at any pre-scheduled times in accordance with the MOU Process will constitute an automatic default.

**6.2.8 Unapproved Assignment.** The Architect attempts to assign this Agreement or any Services hereunder without prior written approval from the District.

**6.2.9 Disregard of District Authority or Direction.** The Architect disregards the authority of the District or fails or refuses to perform any reasonable act or service requested by the District hereunder.

**6.2.10 Violation of Applicable Law.** The Architect violates any applicable law, statute or governmental regulation in connection with any Services or this Agreement.

**6.2.11 Failure To Maintain Errors and Omissions Insurance.** The Architect fails to maintain the insurance required pursuant to Section 11.2.2.3 herein.

### **6.3 DISTRICT REMEDIES**

**6.3.1 General Remedies.** If an Architect Default occurs under this Agreement, the District may exercise any right or remedy it has under this Agreement, or otherwise available at law or equity, and all of the District's rights and remedies shall be cumulative.

**6.3.2 Withholding Payment.** If an Architect Default occurs, the District's obligation to disburse further funds to the Architect pursuant to this Agreement may be terminated or suspended by the District, in its sole discretion. In connection with any Architect Default, the District may withhold all or a portion of any payments then or thereafter due to the Architect until the Architect cures any and all defaults to the satisfaction of the District.

**6.3.3 Stop Work.** Upon the occurrence of an Architect Default, the District may, at its sole and absolute discretion, order the Architect in writing to stop work on the Services, or any portion thereof, until the Architect Default has been cured. The Architect shall make best efforts to avoid delays and shall be solely responsible for any additional costs to the Project in connection with such "stop work" order.

**6.3.4 Errors & Omissions; Additional Costs.** In addition to any other remedy available to the District under this Agreement or under the laws of the State of California, the District may require the Architect to pay all costs incurred by the District to correct any defect and/or deficiency in the design work of the Architect and/or the Architect Consultants, including but not limited to re-design costs, additional services costs for other consultants, costs incurred by the District under any contract or to make alternative arrangements due to delays, litigation costs, and any cost related to the necessary removal of and/or replacement of work or materials. The Architect shall provide any Services requested by the District to correct any such errors or omissions but shall not receive any fee for any work or Services performed in correcting said errors or omissions regardless of whether such errors or omissions result in damages to the District or delays to the

Project. This remedy applies but is not limited to (i) providing a design that fails to serve its purpose when constructed in accordance with industry standard for the particular Project, or (ii) delays due to Architect's failure to comply with the plan check review process in accordance with the District's MOU with DSA.

**6.3.5 Self Help.** Upon the occurrence of an Architect Default, the District may, at its sole and absolute discretion, without prejudice to other remedies, correct any deficiencies resulting from the Architect Default. In such case, the District may deduct costs relating to correcting such deficiencies, including, without limitation, compensation for additional services and expenses of a supplemental or replacement architect, design or engineering consultants and other consultants made necessary by such defaults, including services of legal counsel, from payments then or thereafter due to the Architect and may adjust the Basic Fee and any fees for Additional Services accordingly. If the payments then or thereafter due to the Architect are not sufficient to cover the amount of the deduction, the Architect shall pay the difference to the District.

**6.3.6 Payment to Consultant.** If the Architect Default is due to the Architect's failure to pay, when due, invoices of an Architect Consultant providing Services in connection with this Agreement, the District shall have the right, but no obligation, to pay the amount invoiced directly to that Architect Consultant from any amounts then due the Architect, provided that the District has accepted the Services to which the invoices refer. The District shall have no further liability to the Architect in connection therewith.

**6.4 TERMINATION BY ARCHITECT.** The Architect may terminate this Agreement only upon the occurrence of one of the following conditions:

**6.4.1 Failure to Pay Undisputed Amounts.** The Architect may terminate upon thirty (30) days notice if the District fails to make any undisputed payment to the Architect when due and such failure remains uncured for forty-five (45) calendar days after written notice to the District.

**6.4.2 Long Term Suspension of Project.** If the Project on which the Architect is providing Services is suspended or abandoned by the District for more than one hundred twenty (120) consecutive calendar days, the Architect may terminate this Agreement upon ninety (90) calendar days' notice to the District, provided the District does not reactivate the Project within such ninety (90) calendar day period.

**6.5 SOLE REMEDY UPON TERMINATION BY ARCHITECT**

**6.5.1 Payment for Services.** In the event of a termination of this Agreement by the Architect in accordance with Section 6.4, the District shall pay the Architect an amount for its Services, Additional Services and Reimbursable Expenses calculated in accordance with Paragraph 6.1.2 of this Agreement. Such payment shall be the Architect's sole and exclusive compensation and the District shall have no further liability or obligation to the Architect for any other compensation or damages, including, without limitation, anticipated profit, prospective losses, business devastation, legal fees or costs associated with legal representation or consequential damages of any kind.

**SECTION 7**  
**DUTIES AND LIABILITIES OF DISTRICT**

**7.1 DUTIES**

**7.1.1 District's Representative:** The District's Representative represents the District in all matters pertaining to the Services. The District's Representative shall cooperate with the Architect in all matters relative to this Agreement in order to permit the performance of the work without undue delay.

**7.1.2 Surveys and Tests.** The following resources, surveys, and reports shall be made available to the Architect, as required, at the District's expense. The Architect shall be entitled to rely upon such resources, surveys and reports, unless the Architect knows or should know that the information contained therein is inaccurate or incomplete. The Architect must inform the District in writing if any information therein appears to be incorrect or incomplete based upon the Architect's experience, site visits, or knowledge of the Project and the sites.

**7.1.2.1 Site Survey.** The District shall furnish a legal description and a land survey of the site, giving as known grades and lines of streets, alleys, pavements and adjoining property, rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the Site.

**7.1.2.2 Geologic Hazards Investigation Survey.** The District shall have caused to be performed any geological hazards or investigation survey required by State authorities having jurisdiction and make copies available to the Architect for distribution as necessary.

**7.1.2.3 Special testing and Inspection.** The District shall furnish special testing and inspection services as required by law.

**7.1.2.4 Checking and Permit Fees.** The District shall pay or cause to be paid all fees required in connection with the Project to government agencies having jurisdiction.

**7.1.2.5 Advertising.** The District shall pay the cost of any advertisements for bids that may be required.

**7.1.2.6 District Inspector.** The District shall furnish and provide an Inspector of Record, or Inspectors of Record, as required during the entire course of construction of the Project. Each inspector shall be responsible to and under the direction of the Architect and shall also be responsible to and act in accordance with the policies of the District. The cost of employment of each such Inspector of Record will be borne by District and paid directly to the inspector.

**7.1.2.7 Hazardous Materials Consultant.** Unless the District and the Architect agree that a hazardous materials consultant shall be a consultant of the Architect, the District shall furnish the services of a hazardous materials consultant or other consultants only when such services are requested in writing by the Architect and deemed necessary by the District or are requested by the District. These services shall include: asbestos and lead paint survey; abatement documentation; and



specifications related to said matters which are to be incorporated into bid documents prepared by the Architect. If the hazardous materials consultant is furnished by the District and not a consultant of the Architect, the specifications shall include a note to the effect that they are included in the Architect's bid documents for the District's convenience and have not been prepared or reviewed by the Architect. The note shall also direct questions about the specifications to its preparer.

**7.1.3 District Site Visits.** At the discretion of the District, District staff may assist or accompany the Architect in making site visits and observing the work, including the visits described below. Requests for changes or substitutions shall be directed to the District Representative. Orders to the Contractor shall be issued through Architect after approval by the District Representative.

**7.1.3.1 Pre-Final Walk-Through.** District staff, or any person assigned by the District, may participate in the pre-final walk-through of the Project or any portion thereof and may assist in the preparation of the list of deficiencies required by the Construction Phase portion of the Services.

**7.1.3.2 Final Site Visit.** At the discretion of the District, when notified by the Architect that the construction "punch list" items have been corrected, District staff may accompany the Architect and the Contractor on the final Site visits.

**7.1.4 Notice of Defects.** If the District observes or otherwise becomes aware of any fault or defect in the Project, or nonconformance with the Construction Documents, the District shall verbally or in writing advise the Architect. However, the District's failure to give such notice shall not eliminate the obligations of the Architect regarding the administration of the construction of the Project or other obligations under the Construction Documents; nor require District to make site visits.

**7.1.5 Notice of Completion.** When all items are completed to the satisfaction of the District and the Architect, and upon written recommendation of the Architect, District staff shall recommend that the District's Board of Trustees adopt a Notice of Completion.

## **7.2 LIMITATION ON LIABILITY OF DISTRICT**

**7.2.1** Other than as specifically provided elsewhere in this Agreement, the District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall the District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

**7.2.2** The District shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by the Architect, its employees, agents, consultants, invitees or guests even if such equipment has been furnished or loaned to the Architect by the District.

**SECTION 8**  
**PROJECT SCHEDULE**

**8.1 SCHEDULE**

**8.1.1 Time for Completion.** Time is of the essence and failure of the Architect to perform services on time shall constitute a material breach of this Agreement. It shall not be a material breach if a delay is beyond the Architect's or Architect Consultant's control as set forth in Section 9.1.4 below. The milestones set forth on the project schedule are binding, unless extended in writing by the District Representative.

**8.1.2 Delays.** Except as otherwise provided in Section 5.2, the Architect shall not be entitled to any compensation additional to the Basic Fee, damages or any losses incurred in connection with delays due to errors, omissions, intentional or negligent acts of the Architect or the Architect Consultant (including their respective employees or those in a direct contractual relationship with either).

**8.1.3 Notice of Delay.** The Architect shall immediately notify the District of any delay in: (i) the preparation and/or production of any of the Architect's documents hereunder, (ii) the performance of Services, or (iii) connection with any matter attended to by the Architect or with which the Architect is familiar (whether or not as the result of an act or omission of another).

The Architect shall consult and advise the District in connection with any such delay and its effect on the Project Schedule and shall take such action on the District's behalf as the District may request in accordance with the terms and conditions of this Agreement.

**8.1.4 Force Majeure.** Neither party will be liable to the other for unanticipated delays or failures in performance resulting from causes beyond the reasonable control of that party, including, but not limited to, acts of God, labor disputes or disturbances, material shortages or rationing, riots, acts of war, governmental regulations, communications or utility failures, or casualties; provided that the delayed party: (i) gives the other party prompt written notice of such cause and (ii) uses its reasonable efforts to correct such failure or delay in its performance. The delayed party's time for performance or cure under this Section will be extended for a period equal to the duration of the cause or sixty (60) days, whichever is less.

**SECTION 9**  
**DOCUMENTS OWNERSHIP, LICENSE, COPYRIGHT AND USE**

**9.1 OWNERSHIP.** Pursuant to California Education Code Section 17316 and the requirements of the District, all plans, specifications, original or reproducible transparencies of any drawings and master plans, preliminary sketches, architectural presentation drawings, structural computations, estimates and any other documents prepared pursuant to this Agreement, including, but not limited to, any other works of authorship fixed in any tangible medium of expression such as writings, physical drawings and data magnetically or otherwise recorded in electronic form (hereinafter referred to as the "Project Documents") shall be and remain the property of the District. Although the official copyright in all Project Documents shall remain with the Architect or Architect Consultant, as applicable, the Project Documents

shall be the property of the District whether or not the work for which they were made is executed or completed. Within thirty (30) calendar days following completion of the Project, or the earlier termination of this Agreement for any reason, the Architect shall provide to the District copies of all Project Documents then existing. In addition, the Architect shall retain copies of all Project Documents on file for a minimum of ten (10) years following completion of the Project, or the early termination of this Agreement for any reason, and shall make copies available to the District upon the payment of reasonable duplication costs. Before destroying the Project Documents following this retention period, the Architect shall make a reasonable effort to notify the District and provide the District with the opportunity to obtain the documents slotted for destruction.

**9.2 REUSE BY DISTRICT.** All plans for the Project, including, but not limited to, record drawings, specifications, and estimates prepared pursuant thereto, shall be and remain the property of the District for the purposes of repairs, maintenance, renovations, modernization, or other purposes, only as they relate to an Assigned Project. Notwithstanding the foregoing, the District may use the plans, record drawings, specifications, or estimates related to an Assigned Project for the purposes of additions, alignments, or other development on the site. The District reserves the right to reuse certain elements, features, details or other project standards in order to incorporate them into other projects within the District.

**9.2.1** The plans, designs, copyrights, drawings, studies, specifications, and estimates prepared by the Architect or its Consultants are instruments of service of the Architect. The Architect shall be deemed to be the author of these documents and the Architect shall retain all common law, statutory and other reserved rights, including the copyright thereto. Notwithstanding the foregoing, the documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the Architect or the Architect's Consultants for this Project, shall be and remain the property of the District pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they related to the Project. The District, however, shall not be precluded from using the Architect's or Architect Consultant's documents enumerated above for the purposes of additions, alignments or other development on the Project site.

**9.2.2** Notwithstanding Section 1 above, if the District proposes to reuse the plans prepared by Architect within the District but other than on the Project site, the terms and conditions for the reuse shall be set forth in an Amendment to this Agreement, or other subsequent writing executed by the District and the Architect. However, under any circumstances, in the event of any reuse or modification of the Architect's drawings, specifications or other documents by any other person, firm or legal entity, the Architect shall be given design credit and the names and seals of the Architect and the Architect's consultants, if any, shall first be removed from the Architect's drawings, specifications or other documents.

If the District reuses the plans prepared by the Architect or Architect Consultant and retains another certified architect or structural engineer for the preparation of those plans for the reuse, the District shall indemnify and hold harmless the Architect and Architect Consultant, and their respective agents, and employees, from and against any claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from, in whole or in part, the reuse.

**9.2.3** This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents, or any other works of authorship fixed in any tangible medium of expression, including, but not limited to, physical drawings, data magnetically or otherwise recorded on computer disks, or other writings prepared or caused to be prepared by the Architect pursuant to this Agreement. The Architect shall require any and all subcontractors and consultants to agree in writing that the District is granted a non-exclusive and perpetual license for the work of such subcontractors or consultants performed pursuant to this Agreement.

**9.3 COPYRIGHT.** The Architect represents and warrants that the Architect has the legal right to license any and all copyrights, designs and other intellectual property embodied in the Construction Documents that Architect prepares or causes to be prepared pursuant to this Agreement. The Architect shall indemnify and hold the District harmless pursuant to the indemnification provisions of this Agreement for any breach of this representation and warranty.

**9.4 TECHNOLOGY USED.** The Architect shall perform the Services and prepare all documents under this Agreement with the assistance of Building Information Modeling (BIM) and Computer Aided Design (CAD) (e.g., AutoCAD) or other technology acceptable to the Architect and the District. As to any drawings that the Architect provides in a CAD file format, the District acknowledges that anomalies and errors may be introduced into data when it is transferred or used in a computer environment, and that the District should rely on the hard or PDF, unalterable, copies of all documents.

**9.5 DELIVERABLES UPON TERMINATION.** Following the termination of any Services, for any reason, or abandonment of all or a portion of the Project, the District may utilize the Construction Documents as it sees fit, subject to the provisions of Section 10.2 above. The Architect shall deliver to the District, in a form acceptable to the District, one hard-copy and two (2) electronic copies of each set of Construction Documents, complete or incomplete, prepared in connection with the Project by the Architect and the Architect Consultants, if any.

**9.6 NO REPRODUCTION OR USE BY ARCHITECT OR THIRD PARTIES.** After completion of the Project, or earlier termination of the Services, the Architect shall not use the Construction Documents for any purpose without District's prior written consent. In addition, the Architect shall not permit reproductions to be made of any Construction Documents without the approval of the District and shall refer all requests by other persons to the District.

## **SECTION 10**

### **INDEMNIFICATION AND INSURANCE**

#### **10.1 INDEMNIFICATION.**

**10.1.1 INDEMNITY AND LITIGATION COSTS.** To the fullest extent permitted by law and in conformity with California Civil Code Section 2782.8, Architect agrees that it will indemnify, defend and hold the District, the District's Representative, and their respective Board members, directors, officers, employees, agents and authorized volunteers (the "Indemnitees") entirely harmless from all liability arising out of:

**10.1.1.1** Any and all claims under worker's compensation acts and other employee benefit acts with respect to the Architect's employees or Architect Consultant's employees arising out of Architect's work under this Agreement; and

**10.1.1.2** Any claim, loss, injury to or death of persons or damage to property to the extent that it is caused by any negligent or reckless act, error or omission or willful misconduct (other than a professional act or omission) of the Architect, its officers, employees, consultants, subconsultants or agents, including all damages due to loss or theft sustained by any person, firm or corporation including the Indemnitees, arising out of, or in any way connected with the Project, including injury or damage either on or off District property, but not for any loss, injury, death or damage caused by the negligence or willful misconduct of the Indemnitees or of other third parties for which the Architect is not legally liable.

**10.1.2** To the fullest extent permitted by law, the Architect agrees to indemnify and hold the Indemnitees entirely harmless from all liability arising out of any claim, loss, injury to or death of persons or damage to property to the extent caused by the negligent professional act or omission in the performance of professional services or willful misconduct by the Architect, its officers, employees, consultants, subconsultants or agents, pursuant to this Agreement.

**10.1.3** The Architect's obligation to indemnify does not include the obligation to defend actions or proceedings brought against the Indemnitees but rather to reimburse the Indemnitees for attorney's fees and costs incurred by the Indemnitees in defending such actions or proceedings brought against the Indemnitees to the extent caused by the Architect, but not to the extent of loss, injury, death or damage caused by the negligence or willful misconduct of District or of other third parties for which the Architect is not legally liable.

**10.1.4** Survival of Indemnities. The provisions of this Section shall survive the termination of this Agreement.

**10.2 INSURANCE.** Without in any way affecting the indemnity provided in or by Section 11.1, before commencement of any Services, the Architect and each Architect Consultant shall procure and maintain at its own cost and expense for the duration of the Services, and longer as required by the District against claims for injuries to persons or damages to property which may arise from or in connection with the Services, the types and amounts of insurance set forth herein.

**10.2.1 Minimum Limits of Insurance.** The Architect and each Architect Consultant shall procure and maintain the types and amounts of coverage as follows:

**10.2.1.1** Commercial General Liability Insurance with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury and property damage/\$2,000,000 annual aggregate.

**10.2.1.2** Automobile Liability Insurance (Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto)). Minimum of \$1,000,000 limit each accident.

**10.2.1.3** Professional Liability (Errors and Omissions) Insurance with a limit not less than \$1,000,000 per claim and \$2,000,000.00 in the annual aggregate.

**10.2.1.4** Workers' Compensation Insurance as required by the State of California (Division IV of the California Labor Code, and any amendatory acts or provisions thereto).

**10.2.1.5** Employer's Liability Insurance in an amount not less than \$1,000,000 per accident for bodily injury or disease.

## **10.2.2 Minimum Scope of Insurance.**

**10.2.2.1** Commercial General Liability insurance shall be written on Insurance Services Office form CG 0001 (or a substitute form providing coverage at least as broad) and shall cover liability arising from bodily injury and property damage (broad form property damage), premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability (including the tort liability of another assumed in a business contract), contractual liability with respect to this Agreement, explosion, collapse and underground hazards.

**10.2.2.2** Automobile Insurance shall cover liability arising out of any automobiles (including owned, hired and non-owned automobiles). Coverage shall be written on Insurance Services Office form CA 0001, or a substitute form providing liability coverage at least as broad. The policy may require deductibles acceptable to the Director of Risk Management of the District, but not self-insured retention without written approval from District.

**10.2.2.3** If the Professional Liability Insurance policy is written on a claims made basis, it shall be maintained continuously for a period of no less than three (3) years after Final Completion of the Project to which it applies. The "retro date" must be shown and must be before the date of this Agreement.

**10.2.3 Valuable Document Insurance:** The Architect shall carry adequate insurance on all drawings and specifications as may be required to protect District in the amount of its full equity in those drawings and specifications, and shall file with District a certificate of that insurance. The cost of that insurance shall be paid by Architect.

**10.2.4 Content and Endorsements:** Each policy must contain, or be endorsed to contain, the following provisions:

**10.2.4.1** The Commercial General Liability policy shall name District, its Board of Trustees and each member thereof, its officers, employees, agents, and designated volunteers as named additional insureds ("Additional Insureds"). The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. Coverage shall be primary and not contributory with respect to the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of the Architect's insurance and shall not contribute with it.

**10.2.4.2** On each policy of insurance, the insurer shall agree to waive all rights of subrogation against District, its Board of Trustees and each member thereof, its officers, employees, agents, and volunteers.

**10.2.4.3** Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice has been given to the District by the carrier. In the case of cancellation for non-payment, ten (10) days notice is acceptable. Qualified statements such as carrier "will endeavor" or that "failure to mail such notice shall impose no obligation and liability upon the company" shall not be acceptable.

**10.2.4.4** The insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**10.2.5 General Insurance Matters:** All insurance coverage required under this Agreement shall:

**10.2.5.1** Be issued by insurance companies admitted to do business in the State of California, with a financial rating of at least an A:VII as rated in the most recent edition of Best's Insurance Reports. Architect shall notify District in writing if any of its insurer(s) have an A.M. Best rating of less than A:VII. At the option of District, either 1) District can accept the lower rating; or 2) the Architect or Architect Consultant shall be required to procure insurance from another insurer.

**10.2.5.2** Except for professional liability policies, all insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees and agents.

**10.2.5.3** The Architect or Architect Consultant, as applicable, shall promptly notify the District of any materials change in the coverage, scope, or amount of any policy.

**10.2.5.4** Except for professional liability policies for which primary coverage is not available, all such insurance shall be primary insurance. Any insurance of the District shall be excess coverage for benefit of the District only and non-contributory.

**10.2.5.5** At all times while this Agreement remains in effect, the Architect and the Architect Consultant shall maintain on file with the District valid and up to date certificates of insurance showing that the required insurance coverage is in effect in not less than the required amounts. If not contained on the face of the policy, endorsements signed by a person authorized by the insurer to bind coverage on its behalf, shall be separately provided. Each policy endorsement, copy, or a certificate of the policy executed by the insurance company, and evidence of payment of premiums for each policy shall be deposited with the District within twenty-one (21) days of execution of this Agreement and prior to

the commencement of services, and on renewal of the policy, not less than twenty (20) days before the expiration of the term of the policy.

**10.2.5.6** If the Architect fails to provide or maintain the required insurance, the District may, at its sole and absolute discretion, obtain such insurance at the Architect's expense and deduct the premium from any fees or reimbursable expenses subsequently invoiced by the Architect.

**10.2.5.7** Any deductibles or self-insured retentions in excess of \$100,000 must be declared to the District and must be reduced to a level deemed acceptable by the District in writing. The Architect agrees that, at the option of the District, it will either: (A) arrange for the insurer to reduce or eliminate such deductibles or self-insured retentions with respect to the District, its directors, officials, officers, employees and agents; or (B) procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

## **SECTION 11**

### **DISPUTE RESOLUTION**

**11.1 RESOLUTION OF CLAIMS.** Claims shall be resolved by the parties in accordance with the provisions of this Section 12. All Claims shall be subject to the "**Claims Resolution Process**" set forth in this Section 12, which shall be the exclusive recourse of the Architect and the District for determination and resolution of Claims.

For purpose of this Section 12, a "**Claim**" shall mean, a written demand or assertion by the District or the Architect seeking, as a matter of right, an interpretation of contract, disputed payment of money, recovery of damages or other relief. A Claim does not include the following: (i) penalties or forfeitures prescribed by statute or regulation imposed by a governmental agency; (ii) tort claims for personal injury or death; (iii) false claims liability under California Government Code Section 12650, et seq.; (iv) physical defects in the Construction first discovered by the District after final payment by the District to a Contractor; (v) stop notices; or (vi) the right of the District to specific performance or injunctive relief to compel performance.

**11.2 RESOLUTION OF OTHER DISPUTES.** Disputes between the District and the Architect that do not constitute Claims shall be resolved by way of an action filed in the Superior Court of the State of California, County of Ventura, and shall not be subject to the Claims Resolution Process.

**11.3 SUBMISSION OF A CLAIM**

**11.3.1 By the Architect.** The Architect's right to commence the Claims Resolution Process shall arise upon the District's written response denying all or part of a Claim. The Architect shall submit a written statement of dispute to the District within fourteen (14) calendar days after the District rejects all or a portion of the Architect's Claim. Failure by the Architect to timely submit its statement of dispute shall result in the decision by the District on the Claim becoming final and binding. The Architect's statement of dispute shall be signed by a Principal of the Architect and shall state with specificity the events or circumstances giving rise to the Claim, the dates of their occurrence and the asserted effect, if any, on the compensation due or time of



performance obligations of the Architect under this Agreement (the "Statement of Dispute"). Such Statement of Dispute shall include adequate supporting data to substantiate the disputed Claim. Adequate supporting data for a Claim relating to an adjustment of the Architect's obligations relative to time of performance shall include a detailed, event-by-event description of the impact of each delay on the Architect's time for performance. Adequate supporting data for a Statement of Dispute involving the Architect's compensation shall include a detailed cost breakdown and supporting cost data in such form and including such detailed information and other supporting data as required to demonstrate the grounds for, and precise amount of, the Claim.

**11.3.2 By the District.** The District's right to commence the Claims Resolution Process shall arise at any time following the District's actual discovery of the circumstances giving rise to the Claim. Nothing contained herein shall preclude the District from asserting Claims in response to a Claim asserted by the Architect. A Statement of Claim submitted by the District shall state the events or circumstances giving rise to the Claim, the dates of their occurrence and the damages or other relief claimed by the District as a result of such events. Notwithstanding the foregoing, the District shall not be able to commence or assert a claim beyond the applicable statute of limitations.

**11.4 CLAIMS RESOLUTION PROCESS.** The parties shall utilize each of the following steps in the Claims Resolution Process in the sequence they appear below. Each party shall participate fully and in good faith in each step in the Claims Resolution Process, which good faith effort shall be a condition precedent to the right of each party to proceed to the next step in the Claims Resolution Process.

**11.4.1 Direct Negotiations.** Designated representatives of the District and the Architect shall meet as soon as possible (but not later than forty-five (45) calendar days after the Statement of Dispute is given) in a good faith effort to negotiate a resolution to the Claim. Each party shall be represented in such negotiations by an authorized representative with full knowledge of the details of the Claim or defenses being asserted by such party, and with full authority to resolve such Claim then and there, subject only to the District's right and obligation to obtain Board of Trustees' approval of any agreed settlement or resolution. If the Claim involves the assertion of a right or claim by a Contractor or Architect Consultant against the Architect that is in turn being asserted by the Architect against the District, then such Contractor or Architect Consultant shall also have a representative attend such negotiations, with the same authority and knowledge as just described. Upon completion of the meeting, if the Claim is not resolved, the parties may either continue the negotiations or either party may declare negotiations ended. All discussions that occur during such negotiations and all documents prepared solely for the purpose of such negotiations shall be confidential and privileged pursuant to California Evidence Code Sections 1119 and 1152.

**11.4.2 Deferral of Agreement Disputes.** Following the completion of the negotiations required by the preceding paragraph, all unresolved Claims shall proceed to Mediation as set forth in the succeeding paragraph entitled "Mediation." The Parties hereto may mutually agree to postpone continuing the Claims Dispute Resolution until the earlier of: (i) the completion of the Scope of Services hereunder or, (ii) the termination of the services. In the event Claims are deferred, the Claims shall be consolidated within a reasonable period of time after completion of the Scope of Services herein and pursued to resolution through the Claims Dispute Resolution Process. Pending final resolution of any Claim, the Architect shall proceed diligently with the performance of its Scope of

Services and the District shall continue to make payments for those services that are not part of the Claim set forth herein in accordance with the terms of this Agreement.

**11.4.3 Mediation.** If the Claim remains unresolved after direct negotiations pursuant to Paragraph 12.4.1, the parties agree to submit the Claim to non-binding mediation before a mutually acceptable third party mediator prior to commencement of any lawsuit or court action.

**11.4.3.1 Qualifications of Mediator.** The parties shall endeavor to select a mediator who is a retired judge or an attorney with at least five (5) years of experience in public works construction contract law and in mediating public works construction disputes.

**11.4.3.2 Submission to Mediation and Selection of Mediator.** The party initiating mediation of a Claim shall provide written notice to the other party of its decision to mediate. In the event the parties are unable to agree upon a mediator within ninety (90) calendar days after such written notice is given, then the parties shall submit the matter to the Superior Court of the County of Ventura to select a mediator in accordance with the qualifications herein and the applicable law.

**11.4.3.3 Mediation Process.** The location of the mediation shall be at the offices of the District, or otherwise mutually agreed. The costs of mediation shall be shared equally among all parties participating. All discussions that occur during the mediation and all document presentations prepared solely for the purpose of the mediation shall be confidential and privileged pursuant to California Evidence Code Sections 1119 and 1152.

**11.4.4 Litigation.** If the Claim remains unresolved after direct negotiations and mediation, either party may commence an action in the Superior Court of the County of Ventura. The Architect hereby submits to the jurisdiction of said court.

**11.5 NON-WAIVER OR RELEASE.** Participation in the Claims Resolution Process shall not constitute a waiver, release or compromise of any defense of either party.

## **SECTION 12**

### **NOTICES**

**12.1 NOTICES.** All notices, demands, or requests to be given under this Agreement shall be given in writing and conclusively shall be deemed received when received in any of the following ways: (i) on the date delivered if delivered personally; (ii) on the date sent if sent by facsimile transmission and confirmation of transmission is received; and (iii) on the date it is accepted or rejected if sent by certified mail. All notices, demands or requests shall include the name of this Agreement and be addressed to the parties as follows:

**TO DISTRICT:**

Oxnard School District  
Attn: Superintendent Jeff Chancer  
1051 South A Street  
  
Oxnard, California 93030

**TO ARCHITECT:**

F&M Architecture, Inc.  
Attn: Scott Gaudineer  
815 Colorado Boulevard, Suite  
200  
Los Angeles, California 90041-  
1722

**SECTION 13**  
**REPRESENTATIONS OF THE ARCHITECT**

**13.1 REPRESENTATIONS OF THE ARCHITECT.** By executing this Agreement, and hereafter each and every time this Agreement is amended, the Architect makes each of the following covenants and representations.

**13.1.1** The Architect represents that it is professionally qualified to act as the Architect for the Project, is licensed to practice architecture in the State of California by all public entities having jurisdiction over the Architect and the Project.

**13.1.2** The Architect covenants to maintain, at all times Services are performed hereunder, all necessary licenses, permits or other authorizations necessary to act as architect for the Project or projects until the Architect's duties in connection therewith have been fully satisfied.

**13.1.3** The Architect represents that it has become familiar with the Project site and the local conditions under which the Project is to be designed, constructed, and operated.

**13.1.4** The Architect represents and covenants that it shall prepare, or cause to be prepared, all documents and things required by this Agreement including, but not limited to, all Project plans and specifications in such a manner that they shall be constructable in accordance with the standards of the profession.

**13.1.5** The Architect assumes full responsibility to the District for the improper acts and omissions of its employees and any consultants retained by the Architect in connection with the Project. The Architect covenants that each Project Director and all other Architect employees or sub-consultants now or in future assigned by the Architect to work on a Project shall have the level of skill, experience and qualifications required to perform the Services assigned to them, and shall also have all licenses, permits or approvals legally required to perform such Services.

**13.1.6** The Architect covenants that it shall be responsible for all costs and damages, including those due to any delays, resulting from its failure to prepare adequate documentation or to implement any changes identified as necessary either in connection with the Constructability Review or other review.

**13.2 COMPLIANCE WITH LAWS.** The Architect covenants that it shall, at all times while providing Services, remain in full compliance with the provisions of all applicable laws, rules and regulations, including without limitation, the provisions of the Education Code regarding design and construction of school facilities, the provisions of the California Labor Code regarding employer's insurance, the provisions of the California Labor Code regarding payment of prevailing wages, all non-discriminations laws (including federal and state laws), and any and all other laws rules and regulations applicable to this Agreement, the Architect, the District, the Project or the Services. The Architect shall at all times require the Architect Consultants to fully comply with all such applicable laws, rules and regulations. Without in any way limiting the generality of the foregoing the Architect shall ensure that it and each Architect Consultant comply with the following:

**13.2.1 Cost Disclosure - Documents and Written Reports.** The Architect shall be responsible for compliance with California Government Code section 7550 if the total cost of the contract is over five thousand dollars (\$5,000).

**13.2.2 Disabled Veteran Business Enterprise Participation.** Pursuant to Education Code section 17076.11, the District has a participation goal for disabled veteran business enterprises (DVBES) of at least three (3) percent, per year, of funds expended each year by the District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act. Unless waived in writing by the District, the Architect shall provide proof of DVBE compliance, in accordance with any applicable policies of the District or the State Allocation Board, within thirty (30) days of its execution of this Agreement.

**13.2.3 Fingerprinting & Other Operational Requirements of the District.** Unless exempted, the Architect shall comply with the requirements of Education Code Section 45125.1 with respect to fingerprinting of employees who may have contact with the District's pupils. The Architect shall also ensure that its consultants on the Project also comply with the requirements of Section 45125.1. The Architect and each Architect Consultant must complete the District's certification form attached hereto as **Exhibit B** and incorporated herein by reference prior to any of the Architect's or Architect Consultant's employees coming into contact with any of the District's pupils. The Architect also agrees to comply, and ensure that all its employees and Architect Consultants comply with all other operational requirements of the District, as may be revised from time to time, including but not limited to any obligations relating to vaccination or testing for infectious diseases.

**13.2.4 Name and Trademarks.** The Architect shall not use any name, trademark or service mark of the District without first having received the District's written consent to such use.

**13.2.5 Conflict of Interest.** No member, official or employee of the District shall have any personal interest, direct or indirect, in this Agreement nor shall any such member, official or employee participate in any decision relating to the Agreement which affects his personal interests or the interests of any corporation, partnership or association in which he is directly or indirectly interested.

**13.2.6 Safety.** The Architect shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Architect shall at

all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees, consultant and subcontractors appropriate to the nature of the work and the conditions under which the work is to be performed.

**13.2.7 Labor Certification.** By its signature hereunder, the Architect certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

**13.3 SUPPLEMENTAL CONDITIONS.** Any supplemental conditions agreed to by the parties shall be attached as an exhibit to this Agreement and incorporated herein by reference.

## **SECTION 14**

### **MISCELLANEOUS PROVISIONS**

**14.1 SUCCESSORS AND ASSIGNS.** In as much as this Agreement is intended to secure the specialized Services of the Architect, the Architect may not assign, transfer, delegate or sublet any interest therein without the prior written consent of the District and any such assignment, transfer, delegation or sublease without the District's prior written consent shall be considered null and void. Likewise, the District may not assign, transfer, delegate or sublet any interest therein without the prior written consent of the Architect and any such assignment, transfer, delegation or sublease without the Architect's prior written consent shall be considered null and void.

**14.2 SEVERABILITY.** If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

**14.3 ENTIRE AGREEMENT.** This Agreement including Exhibits hereto, contains the entire understanding of the Parties, and supersedes all other written or oral agreements. The Architect shall be entitled to no other benefits other than those specified herein. No changes, amendments or alternations shall be effective unless in writing and signed by both Parties. The Architect specifically acknowledges that in entering into this Agreement, the Architect relied solely upon the provisions contained in this Agreement and no others.

**14.4 GOVERNING LAW AND VENUE.** This Agreement shall be construed in accordance with, and governed by the laws of the State of California, excluding its choice of law rules. Venue shall be exclusively in Ventura County.

**14.5 NON-WAIVER.** None of the provisions of this Agreement shall be considered waived by either party unless such waiver is specifically specified in writing. Neither the District's review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and the Architect shall remain liable to the District in accordance with this Agreement for all damages to the District caused by the Architect's failure to perform any of the Services to the standard of care of the Architect for its services, which shall be, at a minimum, the standard of care of architects

performing similar work for California school districts in or around the same geographic area of the District. This provision shall survive the termination of this Agreement.

**14.6 INDEPENDENT CONTRACTOR.** The Architect is, for all purposes arising out of this Agreement, an independent contractor, and neither the Architect nor its employees shall be deemed an employee of the District for any purpose. It is expressly understood and agreed that the Architect shall in no event be entitled to any benefits to which District employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation, workers' compensation benefits, sick or injury leave or other benefits.

**14.7 NO ASBESTOS CERTIFICATION.** No asbestos or asbestos-containing materials will be used or substituted in conjunction with the Project. Upon completion of all work under the Project, the Architect will certify to the District that to the best of the Architect's knowledge, no asbestos or asbestos-containing materials were used in the Project.

**14.8 NON-DISCRIMINATION.** No discrimination shall be made by the Architect in the employment of persons to work under this Agreement because of race, national origin, sex, age, ancestry, religion, physical disability, marital status, sexual orientation, or political affiliation of such person. The Architect shall comply with all applicable regulations and laws governing nondiscrimination in employment, including without limitation the following laws:

(a) California Fair Employment and Housing Act (California Government Code Section 12900 et seq.) which prohibits discrimination in employment on account of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex and prohibits harassment of an employee or applicant because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or age;

(b) Federal Civil Right Act of 1964 (42 U.S. Code Section 2000e, et seq.) which prohibits discrimination in employment on the basis of race, religious creed, color, national origin, or sex;

(c) Title I of the Americans With Disabilities Act of 1990 (42 U.S. Code Section 12101 et seq.) which prohibits discrimination against qualified individuals with a disability in hiring and employment practices;

(d) The Age Discrimination in Employment Act (29 U.S. Code Section 621, et seq.), prohibiting age discrimination in employment against individuals who are least forty years of age;

(e) California Labor Code Section 1102.1 which prohibits discrimination in any aspect of employment or opportunity for employment based on actual or perceived sexual orientation.

**14.9 NO THIRD PARTY BENEFICIARY.** There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

**14.10 ASSISTANCE OF COUNSEL.** Each party warrants that it has had the opportunity to consult counsel and understands the terms of this Agreement and the consequences of executing it. In addition, each party acknowledges that the drafting of this Agreement was the product of negotiation and that this Agreement shall not be construed against any party as the drafter of the Agreement.

**14.11 AUTHORITY TO EXECUTE.** The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

**14.12 HEADINGS.** The headings in this Agreement are inserted only as a matter of convenience and reference and are not meant to define, limit or describe the scope or intent of the contract documents or in any way to affect the terms and provisions set forth herein.

**14.13 EXECUTION IN COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

NOW, THEREFORE, the parties, through their authorized representatives, have executed this Agreement on the dates indicated under their respective signatures.

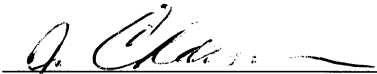
**Architect**

By:  \_\_\_\_\_

Title: PRESIDENT

Date: OCTOBER 25, 2012

**District**

By:  \_\_\_\_\_

Title: District Superintendent

Date: October 18, 2012

EXHIBIT A

FLEWELLING & MOODY ASSOCIATES INC.  
SCHEDULE OF BILLING RATES - 2012

Principal	\$250.00
Project Manager	\$190.00
Senior Design Architect	\$175.00
Architect II	\$150.00
Architect I	\$125.00
Senior CA Field Representative	\$175.00
CA Field Representative II	\$150.00
CA Field Representative I	\$125.00
Senior Designer	\$150.00
Designer II	\$125.00
Designer I	\$110.00
CADD III	\$110.00
CADD II	\$90.00
CADD I	\$75.00
Senior Tech Assistant	\$105.00
Tech Assistant II	\$90.00
Tech Assistant I	\$75.00
Accountant	\$160.00
Accounting I	\$125.00
Accounting Clerk	\$75.00
Secretary III	\$90.00
Secretary II	\$75.00
Secretary I	\$50.00

*Note: The fee schedule stated above shall be updated at the beginning of each calendar year to reflect the Firm's most current billing rates for the calendar year in which work is performed under this Agreement.*

SERVICES AND EXPENSES:

THE FOLLOWING SERVICES AND EXPENSES WILL BE BILLED ON A TIME AND EXPENSE BASIS. ALL ASSOCIATED SERVICE LABOR WILL BE BILLED AT BILLING RATES STATED ABOVE AND ALL MATERIALS AND EXPENSES WILL BE BILLED AT COST:

Governmental fees  
Reproductions  
Plotting (required deliverables)  
Scanning  
Travel (in excess of 100 miles)  
Photocopying  
Shipping  
Subsistence  
Sub-Consultants



FINGERPRINTING REQUIREMENTS

ARCHITECT CERTIFICATE

With respect to the Agreement dated Sept 20, 2012 by and between the Oxnard School District (the "DISTRICT") and F&M Architecture, Inc., ("ARCHITECT") for the provision of architecture services with respect to Drifill Elementary School New Classroom Building and Multipurpose Building Modernization and Addition, DSA #03-113652, ARCHITECT hereby certifies to the DISTRICT'S governing board that it has completed the criminal background check requirements of Education Code section 45125.1 and that none of its employees or subcontractors that may come in contact with DISTRICT pupils have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). ARCHITECT will provide copies of the fingerprinting reports to the District.

  
\_\_\_\_\_  
Architect's Representative

10.25.2012  
\_\_\_\_\_  
Date

ARCHITECT EXEMPTION

Pursuant to Education Code Section 45125.1, Oxnard School District ("DISTRICT") has determined that F&M Architecture, Inc., ("ARCHITECT") is exempt from the criminal background check certification requirements for the service Agreement dated \_\_\_\_\_ by and between the DISTRICT and ARCHITECT ("Agreement") because:

\_\_\_\_\_ The ARCHITECT'S employees or subcontractors will have limited contact with DISTRICT students during the course of this Agreement; or

\_\_\_\_\_ Emergency or exceptional circumstances exist.

\_\_\_\_\_  
District Official

\_\_\_\_\_  
Date

OSD BOARD AGENDA ITEM

**Name of Contributor: Robin I. Freeman**

**Date of Meeting: 2/15/17**

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda   X

Agreement Category:

- X   Academic
- \_\_\_\_\_ Enrichment
- \_\_\_\_\_ Special Education
- \_\_\_\_\_ Support Services
- X   Personnel
- \_\_\_\_\_ Legal
- \_\_\_\_\_ Facilities

- D. Action Items \_\_\_\_\_
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**Approve: Out of State Conference – Dallas, TX (Freeman/Batista)**

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The Board's approval is requested for the Director of English Learner Services, Dr. Marlene Batista to attend the NABE 2017 Conference in Dallas, Texas February 20-25, 2017. The District is finding a shortage of qualified bilingual teachers to fill upcoming positions for 2017-18 school year. The Human Resources Department is requesting that Dr. Marlene Batista attend the National Association for Bilingual Education Conference where many bilingual teachers from a variety of surrounding states will be present and can possibly be recruited as qualified teachers for the Oxnard School District. Dr. Marlene Batista will attend as an exhibitor on behalf of the district at the NABE 2017 Conference.

**FISCAL IMPACT:**

Not to exceed \$3,500.00 for airfare, lodging and meals for the director to be paid out of English Learner Services funds.

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent Educational Services and the Director of English Learner Services that the Board of Trustees approve the out of state conference attendance as outlined above.

**ADDITIONAL MATERIAL:** Conference Schedule.

# NABE 2017 Schedule-at-a-Glance

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## Tuesday, February 21, 2017

08:00 AM – 05:00 PM	NABE Board Meeting	TBD
01:00 PM – 05:00 PM Tower Foyer	Registration (School Visits Participants ONLY)	
07:00 PM – 09:00 PM	Local Committee	TBD

## Wednesday, February 22, 2017

07:00 AM – 03:30 PM Trinity Foyer	NABE Registration	
07:30 AM – 03:30 PM Trinity Ballroom	NABE Job Fair	
08:00 AM – 03:00 PM Location TBA	Dallas School Visit	
09:00 AM – 03:00 PM Program App	NABE Pre-Conference Institute	See
04:00 PM Trinity Exhibit Hall	NABE Ribbon Cutting Ceremony  <i>Exhibitor of the Year Award</i> <i>Sponsor of the Year Award</i>	
04:30 PM – 06:30 PM Trinity Exhibit Hall	Night with the Exhibitors	

# NABE 2017 Schedule-at-a-Glance

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## Thursday, February 23, 2017

07:00 AM – 08:30 AM Trinity Exhibit Hall	Continental Breakfast and Dedicated Exhibitor Time	
07:00 AM – 04:00 PM Trinity Foyer	NABE Registration	
07:00 AM – 05:00 PM	Exhibit Hall Trinity Exhibit Hall	
08:30 AM – 09:50 AM Program App	Concurrent Sessions/Special Interest Groups	See
10:00 AM – 11:25 AM	NABE Opening General Session Chantilly Ballroom Keynote Speaker- Tatyana Kleyn, <i>Associate Professor, City College of New York</i>	
11:40 AM – 12:30 PM	Featured Speaker- Dr. Luis Cruz, Chantilly Ballroom <i>Cruz and Associates</i>	
12:20 PM – 01:30 PM	Lunch on your own	
11:40 AM – 12:30 PM Program App	Concurrent Sessions/Special Interest Groups	See
01:40 PM – 02:30 PM	Featured Speaker- Dr. Jose Agustin Ruiz-Escalante Chantilly Ballroom <i>Prince Mohammad Bin Fad University</i>	
Program App	Concurrent Sessions/Special Interest Groups	See
03:30 PM – 04:00 PM Program App	Coffee with the Exhibitors	See
04:10 PM – 06:30 PM Program App	Concurrent Sessions/Special Interest Groups	See
04:10 PM – 05:00 PM Chantilly Ballroom	NABE Delegate Assembly	
05:10 PM – 06:00 PM Chantilly Ballroom	NABE Special Interest Group Meeting	

# NABE 2017 Schedule-at-a-Glance

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## Friday, February 24, 2017

07:00 AM – 08:30 AM Trinity Exhibit Hall	Continental Breakfast with the Exhibitors	
07:00 AM – 04:00 PM Trinity Foyer	NABE Registration	
08:30 AM – 09:30 AM Chantilly Ballroom	Featured Speaker- Dr. Leo Gomez,  <i>Retired Professor, University of Texas-Pan American</i>	
10:00 AM – 11:20 AM Chantilly Ballroom	NABE General Session  Keynote Speaker- Dr. Michael Hinojosa, <i>Superintendent, Dallas ISD</i> Leadership Award	
11:30 AM – 12:20 PM Chantilly Ballroom	NABE Membership Meeting	
Program App	Concurrent Sessions/Special Interest Groups	See
12:30 PM – 02:00 PM Grand Ballroom	Awards Luncheon	
02:10 PM – 03:00 PM Chantilly Ballroom	Featured Speaker- Dr. Lily Matos DeBlieux,  <i>Pendergast Elementary School District</i>	
Program App	Concurrent Sessions/Special Interest Groups	See
03:00 PM – 03:30 PM Program App	Coffee with the Exhibitors	See
03:40 PM – 06:30 PM Chantilly Ballroom	Featured Speaker- Mr. Jean-Michel Dissard,  <i>I Learn America</i>	
04:40 PM – 05:30 PM Grand Ballroom A & B	NABE Resolutions Meeting	
05:40 PM – 06:30 PM Grand Ballroom A	NABE Bilingual Research Journal Meeting	

Grand Ballroom B  
08:00 PM – 12:00 PM  
Grand Ballroom

NABE Journal of Research and Practice Meeting  
President's Dance

## NABE 2017 Schedule-at-a-Glance

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### Saturday, February 25, 2017

07:00 AM – 11:30 AM Foyer	Registration	Trinity
07:00 AM – 08:00 AM Ballroom	Continental Breakfast with the Exhibitors	Trinity
08:00 AM – 08:50 AM Chantilly Ballroom	Featured Speaker- Dr. Dina Castro, <i>University of North Texas</i>	
08:00 AM – 09:50 AM Program App	Concurrent Sessions/Special Interest Groups	See
08:00 AM – 04:00 PM Wedgewood Ballroom	Family Institute- Interactive Workshops <i>Literacy Workshops for families</i>	
08:00 AM – 09:50 AM Coronado Ballroom A	Technology Fair and Interactive Workshop <i>Sponsored by Eduspark</i>	
10:00 AM – 11:20 AM Chantilly Ballroom	NABE General Session Keynote Speaker- Samuel Betances, <i>Souder, Betances and Associates, Inc.</i>	
12:30 PM – 01:30 PM	Ramon Santiago Award	
01:40 PM – 04:00 PM Program App	Lunch on your own Intensives/Concurrent Sessions	See

OSD BOARD AGENDA ITEM

**Name of Contributor: Robin I. Freeman**

**Date of Meeting: 2/15/17**

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda   X

Agreement Category:

- \_\_\_ Academic
- X   Enrichment
- \_\_\_ Special Education
- \_\_\_ Support Services
- \_\_\_ Personnel
- \_\_\_ Legal
- \_\_\_ Facilities

- D. Action Items \_\_\_\_\_
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**Approve: Out of State Conference – Washington, DC (Freeman)**

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The Board’s approval is requested for the Assistant Superintendent, Robin I Freeman, Director of Curriculum, Instruction and Accountability Mary Curtis and the Chief Information Officer Valerie Mitchell to attend the Leaders to Learn From Conference on March 30-31, 2017. This conference allows collaboration and interaction with school district leaders who share the same area of interest and expertise for a deep conversation on some of the most important topics in K-12 leadership. These sessions will feature a former Leader To Learn From honoree who is an expert on the featured topic, and be moderated by an *Education Week* journalist who will lead an energetic and highly interactive discussion with the whole group. Besides taking home some new ideas and strategies, attendees will forge new connections with other district leaders that can assist and mentor throughout the conference and for years to come.

**FISCAL IMPACT:**

Not to exceed \$10,000 for registration, airfare, lodging and meals for the directors to be paid out of Title II funds.

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent Educational Services that the Board of Trustees approve the out of state conference attendance as outlined above.

**ADDITIONAL MATERIAL:** Conference Schedule.

- [Meet the 2014 Leaders \(https://leaders.edweek.org/meet-2014-leaders-videos/?intc=ltlfnvtop\)](https://leaders.edweek.org/meet-2014-leaders-videos/?intc=ltlfnvtop)
- [Meet the 2013 Leaders \(https://leaders.edweek.org/meet-the-leaders-2013/?intc=ltlfnvtop\)](https://leaders.edweek.org/meet-the-leaders-2013/?intc=ltlfnvtop)
- [Sponsor \(https://leaders.edweek.org/sponsors-information/?intc=ltlfnvtop\)](https://leaders.edweek.org/sponsors-information/?intc=ltlfnvtop)
- [Register To Attend \(https://leaders.edweek.org/select-your-registration-type/?intc=ltlfnvtop\)](https://leaders.edweek.org/select-your-registration-type/?intc=ltlfnvtop)

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## Leaders 2017 Live Event Agenda

Hosted March 30-31, 2017 | The Mayflower Hotel  
 1127 Connecticut Ave, NW  
 Washington, D.C. 20036

### Agenda for 2017:

#### Thursday, March 30, 2017

**3:00 p.m.—5:00 p.m.**

**Hotel check-in. Leaders To Learn From registration opens!**


**5:00 p.m.—6:30 p.m.**

#### Meetups

Join other school district leaders who share your area of interest and expertise for a deep conversation on some of the most important topics in K-12 leadership. These sessions will feature a former Leader To Learn From honoree who is an expert on the featured topic, and be moderated by an *Education Week* journalist who will lead an energetic and highly interactive discussion with the whole group. Besides taking home some new ideas and strategies, you will forge new connections with other district leaders that you can tap throughout the next two days and for years to come.

*Growing Teacher Leaders: Harnessing the Powerful and Pivotal Potential of Evaluation*

**Renee Pryor**, Supervisor of Evaluation Programs and Professional Development  
 Lincoln County School District, Tenn.  
*Education Week Leaders To Learn From 2016*



No one program, strategy, or pedagogy can create change that leads to academic success for schools and districts. School systems spend thousands of dollars on technology, online programs, and instructional training and professional development. And yet, they continue to be disappointed by the results.

Led by Renee Pryor, supportive and meaningful teacher evaluation, along with strategies for teacher leadership and professional development, have brought about



improved teaching and learning in Lincoln County. Pryor understands that teachers learn best from teachers and uses her influence as a district supervisor to strengthen the role of teachers as professional-development leaders in her district and across the state of Tennessee.

In a conversation with Renee Pryor and other district leaders, you will learn practical tips and strategies about:

*3Rs of Modern K-12 Education—  
Redefine, Redesign and Re-imagine*  
**Superintendent Gail Pletnick**, Dysart Unified School District, Surprise, Ariz.  
*Education Week Leaders to Learn From 2014*



In one of Arizona's fastest-growing school

districts, Superintendent Gail Pletnick has led a personalized learning transformation that, in spite of limited resources, has engaged students and educators in new ways and improved overall achievement. Come to this session to engage with Superintendent Pletnick and other district leaders on how schools can make changes to meet the needs of a generation of learners who must succeed in the innovation age.

Attendees should come prepared to discuss the challenges and opportunities schools face as embrace and adopt personalized education. Our conversation will include:

- Efficient and effective use of technology
- Student engagement and voice in the



Educators recognized as Leaders to Learn From by *Education Week* visit the U.S. Education Department for a series of roundtable discussions on March 17, 2015, in Washington, D.C.  
(Photo by T.J. Kirkpatrick)

**6:30 p.m.—8:30 p.m.**

**Welcome Reception—Open to all attendees**

Enjoy cocktails, light fare, and interactive activities with other K-12 leaders and our Leaders To Learn From alumni.



## Friday, March 31, 2017

8:00 a.m.—8:50 a.m.

**Networking Breakfast in the Hall of Leaders**

8:50 a.m.—10:20 a.m.

**2017 Leader Recognition**

10:20 a.m.—10:40 a.m.

**Transition Time/Coffee Break**

10:40 a.m.—11:05 a.m.

**Follow the Leaders**

2017 Leaders will be assigned to breakout rooms and will lead a session on the topic they are being recognized for.

**11:05 a.m.—11:30 a.m.**

### **Transition Time/Coffee Break**

**11:30 a.m.—11:55 a.m.**

### **Follow the Leaders**

2017 Leaders will be assigned to breakout rooms and will lead a session on the topic they are being recognized for.



2016 Leaders Steve Webb and Tom Hagley addressing the crowd.

**12:00 p.m.—1:00 p.m.**

### **Networking Lunch and EdTalks!**

Join your fellow leaders for a plated lunch and several exciting EdTalks from Leaders To Learn From past and present. EdTalks will provide you a taste for the day's "EdTalks Sessions" that will close our two-day gathering.

### **EdTalks**

This year's EdTalks include:



Equity/Discipline ([https://leaders.edweek.org/profile/christopher-chatmon-executive-director-](https://leaders.edweek.org/profile/christopher-chatmon-executive-director-supporting-boys-of-color/)

supporting-boys-of-color/

with Christopher Chatmon,  
Executive Director, African-American Male Achievement  
Oakland Unified School District, Oakland, Calif.



"Vision 2020: My Tomorrow": School Turnaround (<https://leaders.edweek.org/profile/mary-ronan/>)

with Superintendent Mary Ronan  
Cincinnati Public Schools, Cincinnati, Ohio



Community Schools Cultivate Hope, Opportunity, and Agency

(<https://leaders.edweek.org/profile/steve-webb-and-tom-hagley-superintendent-chief-of-staff-community-schools/>)

with Superintendent Steve Webb and Chief of Staff Tom Hagley  
Vancouver Public Schools, Vancouver, Wash.

**1:00 p.m.—2:00 p.m.**

### **GRIT: New Frontiers in the Research on Developing Passion & Perseverance**

With **Angela Duckworth**, professor of psychology, University of Pennsylvania; founder and scientific director of the Character Lab; and author, "Grit: The Power of Passion and Perseverance"

Who succeeds in school and in life? In this presentation, Angela Duckworth reviews her research on grit, the tendency to pursue long-term goals with perseverance and passion. She describes the predictive power of grit for performance in the National Spelling Bee, graduation from West Point, graduation from the Chicago Public Schools, and a variety of other contexts. She explains what makes gritty individuals different from others, and finally, she summarizes her thinking on how to cultivate grit.

**What Is Grit? Should Schools Be Judged for How 'Gritty' Students Are? Angela Duckworth**

**2:00 p.m.—2:25 p.m.**

**Break**

**2:25 p.m.—3:30 p.m.**

### **Keynote Presentation**

**Mike Schmoker**, author, *Leading With Focus*, *FOCUS: Elevating the Essentials to Radically Improve Student Learning and Results Now*, finalist for “book of the year” by the Association of Education Publishers.

#### **TEACHING and LEADING with FOCUS**

In this session, teachers and leaders will learn precisely where schools should focus their precious time and resources to ensure that all students are prepared for the demands of college, careers, and citizenship. They will learn about the three most essential elements of good schooling, and how to implement them on a clear, straightforward model. The three elements are:

- Coherent curriculum
- Authentic literacy
- Soundly-structured lessons

Despite their unrivaled power for improving performance in any school, these elements continue to be misunderstood—and grossly under-implemented. For this reason, they should be our first and highest priority.



Schmoker is a former administrator, English teacher, and football coach. He has written six books and dozens of articles for educational journals, newspapers, and for TIME magazine.

His most recent book is *Leading With Focus* which follows his earlier best-seller *FOCUS: Elevating the Essentials to Radically Improve Student Learning*. His previous bestseller is *Results Now*, which was selected as a finalist for "book of the year" by the Association of Education Publishers.

Schmoker is the 2014 recipient of the Distinguished Service Award by the National Association of Secondary School Principals for his publications and presentations. He has consulted and keynoted throughout the US, Canada, Australia, China, and Jordan.

**3:30 p.m.—4:00 pm.**

### **Transition Time/Coffee Break**

**4:00 p.m.—5:00 p.m.**

### **EdTalk Sessions**

Your chance to get up close and personal with this year's EdTalk Leaders that you met at lunch. Examine more deeply the issues that matter to your districts:



Equity/Discipline ([https://leaders.edweek.org/profile/christopher-chatmon-executive-director-](https://leaders.edweek.org/profile/christopher-chatmon-executive-director-supporting-boys-of-color/)

[supporting-boys-of-color/](https://leaders.edweek.org/profile/christopher-chatmon-executive-director-supporting-boys-of-color/)) with Christopher Chatmon  
Executive Director, African-American Male Achievement  
Oakland Unified School District, Oakland, Calif.

*Vision 2020: My Tomorrow*  
**Superintendent Mary Ronan**, Cincinnati Public Schools  
*Education Week Leaders to Learn From 2013*

**5:00 p.m.—6:30 p.m.**

### **Closing Reception**



Vision 2020: My Tomorrow is a new,

comprehensive school improvement plan that Superintendent Mary Ronan is spearheading to expand equity, access, and opportunity for all students to attend great schools. The plan builds upon Cincinnati public school's groundbreaking "My Tomorrow" initiative to prepare students with the real-world knowledge and skills

Join your fellow leaders to unwind and recap all you've learned, shared, and discovered as we close out Leaders To Learn From 2017 together.

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*open a world of possible*

*Community Schools Cultivate Hope, Opportunity and Agency*

**Superintendent Steve Webb and Chief of Staff Tom Hagley**, Vancouver, Wash., Public Schools  
*Education Week Leaders to Learn From 2016*



Community schools are a strategy to unite

and mobilize families, schools, and communities in educating the next generation. By leveraging an array of expertise and services, community schools can reduce barriers to learning, improve student outcomes, and build strong school and neighborhood assets. Led by Superintendent Steve Webb and Chief of Staff Tom Hagley, the Family-Community Resource Centers in 18 school sites in the Vancouver Public Schools in Washington state provide basic-needs support, parent and family engagement activities, early-childhood education and out-of-school-time programs. A mobile Family-Community Resource Center serves other sites year-round. The whole-child focus of the Family-Community Resource Centers has helped lift Vancouver's on-time graduation rate and close achievement gaps. Through presentations and site visits, Webb and Hagley have assisted other public school systems in the local area and throughout the Pacific Northwest in designing a

(<http://www.scholastic.com/professional>)



(<https://www.achieve3000.com/>)

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Leaders To Learn From is a project of **Education Week** (<http://www.edweek.org>), the nation's foremost source for K-12 news and analysis.



OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Jesus Vaca**

Date of Meeting: **February 15, 2017**

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda   X    
Agreement Category:
  - \_\_\_\_\_ Academic
  - \_\_\_\_\_ Enrichment
  - \_\_\_\_\_ Special Education
  - \_\_\_\_\_ Support Services
  - \_\_\_\_\_ Personnel
  - \_\_\_\_\_ Legal
  - \_\_\_\_\_ Facilities
- D. Action Items \_\_\_\_\_
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies   1<sup>st</sup> Reading \_\_\_\_\_   2<sup>nd</sup> Reading \_\_\_\_\_

**2016-2017 2nd Quarter Williams VCOE Activity Report (Vaca/Magaña)**

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Education Code Section 1240(c)(2)(C) requires that the County Superintendent report the results of any Williams Lawsuit Settlement visits, on a quarterly basis, to the Governing Boards of districts with deciles 1 to 3 schools. The attached report reflects the Ventura County Office of Education’s Williams-related visits and activities completed during the second quarter of fiscal year 2016-17.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent, Human Resources and the Risk Manager that the Board of Trustees review and accept the 2016-17 2nd Quarter Williams VCOE Activity Report, as presented.

**ADDITIONAL MATERIAL:**

Memorandum from Paula Driscoll, Executive Director, VCOE dated 1/13/17 with attachment (2 pages)



Date: January 13, 2017

To: District Superintendents

From: Paula Driscoll, Executive Director  
School Business and Advisory Services *PD*

Subject: 2016-17 2<sup>nd</sup> Quarter Williams COE Activity Report

Education Code Section 1240(c)(2)(C) requires that the County Superintendent report the results of any Williams Lawsuit Settlement visits, on a quarterly basis, to the Governing Board of districts with deciles 1 to 3 schools. The attached report should be presented to the Governing Board of your District at a regularly scheduled meeting held in accordance with public notification requirements.

The attached report reflects our Williams related visits and activities completed during the 2<sup>nd</sup> quarter of fiscal year 2016-17. In summary, we are continuing the annual review of teacher assignments and vacancies in deciles 1 to 3 schools as required under Education Code Section 44258.9. The findings of that review will be available sometime prior to July 1, 2017 and reported in the annual Williams Report. In addition, this quarterly report does not comment on our review of the annual school accountability report cards. That review will conclude later in the school year and will be reported on at that time.

If you have any questions or comments about the Williams Settlement or the attached report, please contact me at 805-383-1981.

cc: Stanley C. Mantooth, Ventura County Superintendent of Schools  
Misty Key, VCOE Associate Superintendent  
District Williams Coordinator

Attachment

Ventura County Office of Education  
Williams Activity Report for the 2<sup>nd</sup> Quarter  
Fiscal Year 2016-17

California Education Code Section 1240 requires that the County Superintendent annually visit the 54 schools in Ventura County that were ranked in deciles 1 to 3 of the 2012 Academic Performance Index, including Quality Education Investment Act (QEIA) schools subject to "Williams" inspections. The purpose of the visit is to insure that all students have access to sufficient textbooks or instructional materials, to assess the condition of the facilities and identify any emergency or urgent threats to the health or safety of pupils or staff, and to determine if the school has provided accurate data for the annual school accountability report card (SARC) related to instructional materials and facilities conditions.

During the first four weeks of the 2016-17 school year, County Office of Education inspectors visited all "Williams" schools to determine if sufficient textbooks or instructional materials were available, and to assess the condition of school facilities. The findings of these visits were summarized on the 1<sup>st</sup> Quarter Activity Report for your District issued in October of 2016.

While much of the specific Williams related activities occur during the 1<sup>st</sup> quarter, several activities take place throughout the fiscal year. These activities include:

The annual review of teacher assignments and vacancies in deciles 1 to 3 schools, as required by Education Code Section 44258.

The annual review of the prior fiscal year audit reports to identify any audit findings relating to Williams issues and determine how those findings will be corrected.

The annual review of each school's school accountability report card to verify that known Williams related issues are correctly reported.

The final results of these reviews will be published in our annual Williams report in November of 2017.

If you have any questions about the Williams Settlement process or the information contained in this 2<sup>nd</sup> Quarter Activity Report for your District, please call Paula Driscoll, Executive Director of School Business Advisory Services, at 805-383-1981.

OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Jesus Vaca**

Date of Meeting: **February 15, 2017**

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda   X    
Agreement Category:  
\_\_\_\_\_ Academic  
\_\_\_\_\_ Enrichment  
\_\_\_\_\_ Special Education  
\_\_\_\_\_ Support Services  
\_\_\_\_\_ Personnel  
\_\_\_\_\_ Legal  
\_\_\_\_\_ Facilities
- D. Action Items \_\_\_\_\_
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies   1<sup>st</sup> Reading \_\_\_\_\_   2<sup>nd</sup> Reading \_\_\_\_\_

**LIABILITY CLAIM: VCBA07379A1 (Vaca/Magaña)**

On October 19, 2016, the Oxnard School District received a *verified claim form* filed by the Law Office of Michael L. Justice.

The verified claim alleges that a student sustained a head-wound, while playing “flag grab” during the after-school program, serviced by contractor, the City of Oxnard. The claimant’s attorney filed a timely verified claim on behalf of the claimant on October 19, 2016.

We are advised by our liability insurance carrier, York Insurance Services Group, Inc., to reject this claim.

**FISCAL IMPACT:**

There is no expected fiscal impact from this claim.

**RECOMMENDATION:**

Acting on the advice of the Joint Powers Authorities (JPA), it is the recommendation of the Assistant Superintendent of Human Resources and the Risk Manager that the Board of Trustees agree to reject York claim VCBA07379A1.

**ADDITIONAL MATERIAL:**

None

## **BOARD AGENDA ITEM**

Name of Contributor: Lisa Cline

Date of Meeting: 01/18/17

STUDY SESSION \_\_\_\_\_

CLOSED SESSION \_\_\_\_\_

SECTION A-I: PRELIMINARY \_\_\_\_\_

SECTION A-II: REPORTS \_\_\_\_\_

SECTION B: HEARINGS \_\_\_\_\_

SECTION C: CONSENT AGENDA   X   Agreement Category:

\_\_\_\_\_ Academic

\_\_\_\_\_ Enrichment

\_\_\_\_\_ Special Education

\_\_\_\_\_ Support Services

\_\_\_\_\_ Personnel

\_\_\_\_\_ Legal

\_\_\_\_\_ Facilities

SECTION D: ACTION \_\_\_\_\_

SECTION F: BOARD POLICIES 1<sup>ST</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

### **ENROLLMENT REPORT (Cline)**

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District enrollment as of January 31, 2017 was 16,800. This is 125 less than the same time last year.

### **FISCAL IMPACT**

None.

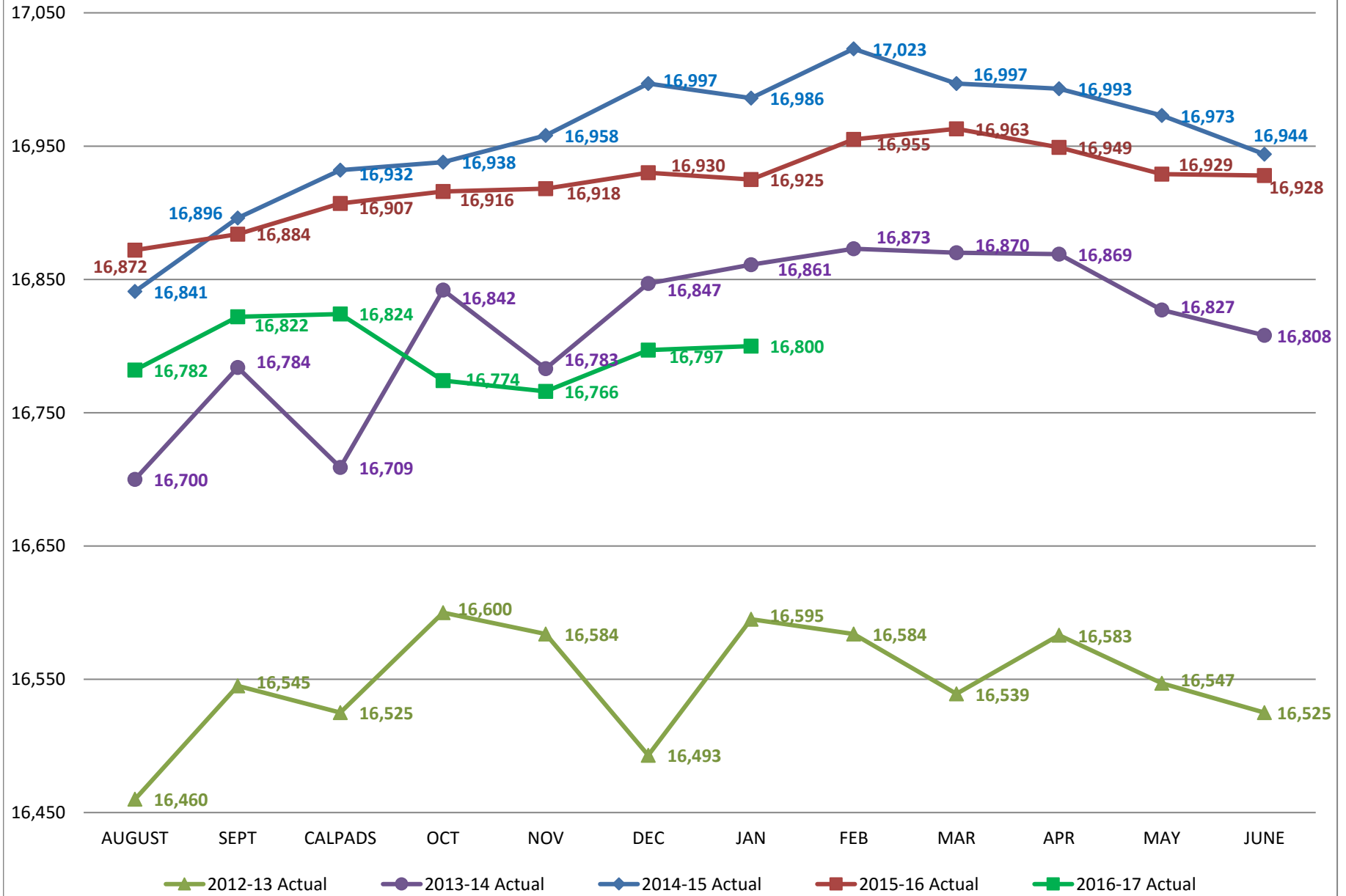
### **RECOMMENDATION**

Information only.

### **ADDITIONAL MATERIAL**

Attached: Graph – Oxnard School District Enrollment History 2012-13 through 2016-17 Actuals (1 page)

### Oxnard School District Enrollment History 2012-13 through 2016-17 Actuals



**OSD BOARD AGENDA ITEM**

Name of Contributor: Lisa Cline

Date of Meeting: 2/15/17

STUDY SESSION \_\_\_\_\_  
CLOSED SESSION \_\_\_\_\_  
SECTION A-1: PRELIMINARY \_\_\_\_\_  
SECTION A-II: REPORTS \_\_\_\_\_  
SECTION B: HEARINGS \_\_\_\_\_  
SECTION C: CONSENT AGENDA  X

Agreement Category:  
\_\_\_\_\_ Academic  
\_\_\_\_\_ Enrichment  
\_\_\_\_\_ Special Education  
\_\_\_\_\_ Support Services  
\_\_\_\_\_ Personnel  
\_\_\_\_\_ Legal  
\_\_\_\_\_ Facilities

SECTION D: ACTION \_\_\_\_\_  
SECTION F: BOARD POLICIES 1<sup>ST</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**Purchase Order/Draft Payment Report #16-06(Cline/Franz)**

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The attached report contains the following for the Board's approval/ratification:

1. A listing of Purchase orders issued 12/21/2016 through 2/01/2017 for the 2016-2017 school year, in the amount of \$27,091,066.85.
2. A listing of Draft Payments issued 12/21/2016 through 2/01/2017 for the 2016-2017 school year, D7552-D7553 for the total amount of \$370.00

**RECOMMENDATION:**

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services, and the Director of Purchasing that the Board of Trustees approve Purchase Order/Draft Payment Report #16-06 as submitted.

**ADDITIONAL MATERIAL(S):**

**Attached:** Purchase Order/Draft Payment Report #16-06 (12 Pages)

## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
NP17-00050	Pioneer Chemical Co	CNS	stores	229.51
P17-02321	Hyatt Regency Long Beach	BUSINESS	CONF	766.91
P17-02931	Amazon Com	HARRINGTON	MATS/SUPPLIES INSTRUCTION	103.24
P17-02943	Amazon Com	RITCHEN	MATL/SUP-ADMIN	90.88
P17-02951	Demco Inc	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	87.35
P17-02952	Hayneedle, Inc	ED SERVICES	MATL/SUPP (FRANK)	913.64
P17-02953	Div Of The State Architect	FACILITIES	DSA Fees	500.00
P17-02954	Office Depot Bus Ser Div	LEMONWOOD	MAT/SUPP (Instructional)	82.27
P17-02955	Office Depot Bus Ser Div	HR	Materials & Supplies	23.50
P17-02960	Ventura Co Office Of Education	FRANK	Conf/ Admin/ Outreach	105.00
P17-02961	Tri County GATE Council Linda Calvin	ED SERVICES	MEMB	75.00
P17-02962	Amazon Com	ASES	matl/supl	59.92
P17-02965	Nancy A Martin AR-Clinical Publications	Special Ed	MATL/SUP	649.00
P17-02966	Ventura Co Office Of Education	ED SERVICES	CONF (D WEST - MSAP)	160.00
P17-02967	Ventura Co Office Of Education	ED SERVICES	CONF	50.00
P17-02970	Carolina Biological Supply	ED SERVICES	MATL/SUPP (CHRIS RINI -FREMONT AND FRANK)	135.70
P17-02974	Barnes And Noble	ED SERVICES	MATL/SUPP (HAYDOCK)	573.98
P17-02978	Nasco Modesto	ED SERVICES	MATL/SUPP (FREMONT-HOSKIN)	257.05
P17-02980	West Marine Pro	ED SERVICES	MATL/SUPP (RINI)	608.99
P17-02982	SCHWAAB, INC RUBBERSTAMPS	ED SERVICES	MATL/SUPP (FREMONT-ZERMENO)	118.64
P17-02983	Carolina Biological Supply	ED SERVICES	MATL/SUPP (HAYDOCK-ARYEETEEY)	37.53
P17-02984	Oriental Trading Co Inc	ED SERVICES	MATL/SUPP (HAYDOCK-ARYEETEEY)	452.48
P17-02986	Hilton Garden Inn Oxnard	ED SERVICES	CONF (VTR)	590.00
P17-02987	School Tech Supply	SORIA	MATL/SUP (Admin)	75.59
P17-02989	Read Naturally, Inc	SIERRA LINDA	Software -Instructional	754.87
P17-02990	Starfall Education Foundation	SIERRA LINDA	Software - Instructional	270.00
P17-02991	Mathcounts Foundation	SORIA	SERV(Instructional)	140.00
P17-02993	Dagan Sales And Marketing Inc	DRIFFILL	MATL/SUPP-INSTRUCTIONAL	330.48
P17-02995	Lakeshore Learning Materials-V	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	331.28
P17-02996	Aeromax Industries, Inc	SORIA	MATL/SUP (Instructional)	175.36
P17-02997	IXL LEARNING, INC	Special Ed	SERV( LICENSE)	349.00
P17-02998	LRP Publications Inc	KAMALA	Materials & Supplies-Inst	159.30
P17-03000	City Of Ventura	DRIFFILL	SERV-instructional	439.00
P17-03002	Blick Art Materials	ED SERVICES	MATL/SUPP (HAYDOCK-THACKER)	121.09
P17-03005	John C. Nowell dba/ National School Products	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	143.56
P17-03008	CUE, INC	CHAVEZ	TRAVEL AND CONFERENCE-ADMINISTRATION	610.00
P17-03009	Dell Direct Sales Lp	DRIFFILL	COMP MATL/SUPP-instructional	316.00
P17-03010	Bureau Of Ed And Research	CHAVEZ	TRAVEL AND CONFERENCE-ADMINISTRATION	245.00
P17-03014	Varidesk, LLC	IT	MATL/SUP (Janette)	743.48
P17-03015	CDW G	IT	MATL/SUP (Janette)	152.86
P17-03016	AAA Award	FRANK	MATL/SUP - INSTRUCTIONAL	842.61
P17-03020	UPS - FREIGHT	IT	Postage	100.00

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## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P17-03021	Hilton Garden Inn Oxnard	ED SERVICES	RENTAL	147.50
P17-03022	Heritage Valley Bus Inc	RAMONA	Field Trip-instruction	590.22
P17-03023	Hilton Garden Inn Oxnard	ED SERVICES	CONF	556.80
P17-03024	Staples Direct	HAYDOCK	MATL/SUPPLIES	150.00
P17-03026	ASHFORD TPS FREMONT LLC FREMONT MARRIOTT	Special Ed	TRAVEL/CONF	120.40
P17-03027	Ventura Co Office Of Education	HR	Conf-	960.00
P17-03028	Starfall Education Foundation	MARSHALL	SOFTWARE - Instruction	70.00
P17-03030	NETWORK CRAZE TECHNOLOGIES INC	HAYDOCK	MATL/SUPPLY-ADMIN	583.20
P17-03031	Amazon Com	HAYDOCK	MATL/SUPPLY-INSTRUCTION	19.42
P17-03032	School Specialty Inc	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	144.63
P17-03033	Guitar Center	ASES	matl/supl	428.85
P17-03035	Home Depot Inc	ED SERVICES	MATL/SUPP (CHRIS RINI - FRANK)	352.27
P17-03036	Home Depot Inc	ED SERVICES	MATL/SUPP (CHRIS RINI - FREMONT)	352.27
P17-03037	Grainger Inc	ED SERVICES	MATL/SUPPP (FRANK-HANNA)	732.66
P17-03038	Office Depot Bus Ser Div	TRANSPORTATIO	SUPPLIES	142.09
P17-03039	Home Depot Inc	ED SERVICES	MATL/SUPP (HAYDOCK-ARYEETAY/PATTON)	700.95
P17-03040	Uline	WAREHOUSE	Stores Supplies	348.72
P17-03042	Frys Electronics	IT	MATL/SUP	484.84
P17-03043	Superior Sanitary Supplies	NFL	Matl/Sup	527.43
P17-03044	Ccp Industries	WAREHOUSE	Stores Supplies	731.41
P17-03047	School Health Corporation	WAREHOUSE	Stores Supplies	151.02
P17-03049	School Health Corporation	FREMONT	SUPP	263.85
P17-03050	CABE	SUPERINTENDEN	CONF	615.00
P17-03051	SUNSTONE CENTER COURT LESSEE S HERATON CERRITOS HOTEL	BUSINESS	CONF	200.87
P17-03053	Sheraton Pasadena Hotel	DRIFFILL	CONF-instructional	584.07
P17-03055	BSN Sports	DRIFFILL	MATL/SUPP-instructional	548.64
P17-03056	Southwest Airlines	PERSONNEL	conf	597.00
P17-03058	Guitar Center	MARINA	N-C EQUIP--Instructional	969.74
P17-03060	NETWORK CRAZE TECHNOLOGIES INC	DRIFFILL	MATL/SUPP-instructional	86.00
P17-03062	Pioneer Chemical Co	WAREHOUSE	Stores Supplies	219.81
P17-03064	First Picks Bread Co VII Paner a Bread	ASSESS ACCOUN	MATL	273.11
P17-03067	Ventura Co Office Of Education	CNS	conference	75.00
P17-03068	Ventura Co Office Of Education	CNS	conference	80.00
P17-03070	CASBO	BUSINESS	SUPP	109.92
P17-03071	Commumity Alliance with Family Farmers	CNS	conference	303.37
P17-03072	Ventura Co Office Of Education	HAYDOCK	CONF/ADMIN	50.00
P17-03073	EZ FUND.COM, LLC	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	630.34
P17-03074	Aswell Trophy And Engraving	ROSE	MATERIALS & SUPPLIES - INSTRUCTIONAL	62.71
P17-03076	Sheraton Park Hotel Anaheim	SUPERINTENDEN	CONF/TRAVEL	886.79
P17-03077	Sheraton Park Hotel Anaheim	SUPERINTENDEN	CONF	839.87

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## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P17-03078	CABE	SUPERINTENDEN	CONF	615.00
P17-03079	Aswell Trophy And Engraving	MARINA	MATL/SUPL-Instructional	514.08
P17-03080	Amsterdam Printing	HARRINGTON	MATS/SUPPLIES Instruction	569.80
P17-03082	Office Depot Bus Ser Div	ASSESS ACCOUN	MATL	255.37
P17-03083	Tri County GATE Council Linda Calvin	CHAVEZ	TRAVEL AND CONFERENCE-INSTRUCTIONAL	180.00
P17-03084	ACSA	IT	CONF (Valerie/ACSA)	265.00
P17-03086	Varidesk, LLC	FACILITIES	Equipment	745.22
P17-03088	CABE	ED SERVICES	CONF	645.00
P17-03089	Hilton Sacramento Arden West	IT	CONF (Valerie/ACSA)	353.58
P17-03090	Southwest Airlines	IT	CONF (Valerie/ACSA)	171.90
P17-03091	Ventura Co Office Of Education	Special Ed	MATL/SUP	465.00
P17-03092	Ventura Co Office Of Education	HARRINGTON	TRAVEL/CONF ADMIN	50.00
P17-03094	Southwest Airlines	IT	CONF/TRAVEL (Valerie Sacramento)	473.88
P17-03095	Hyatt Regency Sacramento	IT	CONF/TRAVEL (Valerie Sacramento)	355.80
P17-03096	School Specialty Inc	DRIFFILL	MATL/SUPP-instructional	288.45
P17-03097	Virco, Inc	DRIFFILL	MATL/SUPP-instructional	407.31
P17-03098	Overstock.com, Inc	RITCHEN	MATL/SUP-INSTRUCTIONAOL	127.40
P17-03099	Town And Country Resort &	FREMONT	TRAVEL/CONF - INSTRUCTIONAL	337.02
P17-03100	Oriental Trading Co Inc	RITCHEN	MATL/SUP-Instructional	53.77
P17-03101	AMERICAN AIRLINES	SUPERINTENDEN	CONF/TRAVEI	611.34
P17-03102	24HOURWRISTBANDS,IMPRINT.COM	RITCHEN	MATL/SUP-Instructional	123.76
P17-03103	University of Calif, Davis	HAYDOCK	CONF/INSTRUCTION	900.00
P17-03104	CAHPERD 1	FREMONT	TRAV/CONF INSTRUCTIONAL	314.00
P17-03106	Black Gold Industries	TRANSPORTATIO	SERVICES	500.00
P17-03107	Pesi, Inc	Pupil Srvs	CONF	199.99
P17-03109	Home Depot Inc	KAMALA	Materials & Supplies-Admin	56.01
P17-03110	LorLor Enterprises Corporation Smart Keyboard Solutions	CNS	supplies	876.15
P17-03111	ACSA	BUSINESS	CONF	795.00
P17-03113	Fred Pryor Seminars	FACILITIES	Conference	199.00
P17-03114	America's Battle Of The Books	MARSHALL	SERV - Instruction	50.00
P17-03115	Editorial Projects in Ed, Inc Education Week	ED SERVICES	CONF	895.00
P17-03118	Staples Direct	MCAULIFFE	MATL/SUPL-Instructional	12.70
P17-03120	CDW G	LEMONWOOD	MAT/SUPP (INSTRUCTIONAL)	137.38
P17-03124	UPS - FREIGHT	RAMONA	POSTAGE - Instruction	54.00
P17-03125	Musiciansfriend Com	RAMONA	Mat/Sup-Instructional	188.19
P17-03126	Office Depot Bus Ser Div	NFL	Mat/Sup	337.23
P17-03127	Reagan Library	RAMONA	Service-Instructional	648.00
P17-03133	Walmart	Pupil Srvs	MATL/SUP	300.00
P17-03136	Walmart	Pupil Srvs	MATL/SUP	200.00
P17-03137	School Specialty Inc	CURREN	mat/sup - instructional	253.57
P17-03138	Hilton Sacramento Arden West	ED SERVICES	CONF	707.16
P17-03139	Southwest Airlines	ED SERVICES	CONF	391.76
P17-03140	ACSA	ED SERVICES	CONF	530.00
P17-03142	Ceramics And Crafts Warehouse	WAREHOUSE	Stores Supplies	230.31
P17-03143	School Nurse Supply Co	WAREHOUSE	Stores Supplies	48.36
P17-03144	BSN Sports	WAREHOUSE	Stores Supplies	193.95

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## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P17-03145	Lakeshore Learning Materials-V	NFL	Equip	538.92
P17-03147	Tri-County GATE Council ATTN: Maryanna Gray	FREMONT	TRAVEL/CONFERENCE-instruction	135.00
P17-03148	FOLLETT SCHOOL SOLUTIONS, INC	ED SERVICES	CONF	198.00
P17-03156	Lakeshore Learning Materials-V	CURREN	matl/sup - instructional	372.77
P17-03157	Nasco Modesto	FRANK	MATL/SUP - INSTRUCTIONAL	249.50
P17-03158	Voyager Sopris Learning, Inc	FRANK	MATL/SUP - INSTRUCTIONAL	30.13
P17-03159	Lakeshore Learning Materials-V	MARSHALL	MATL/SUP - Instruction	220.84
P17-03160	Apple Computer Inc	MCKINNA	matl/sup-instructional	323.23
P17-03163	Amazon Com	MCKINNA	matl/sup-instructional	23.69
P17-03167	Div Of The State Architect	FACILITIES	DSA Fees	210.01
P17-03171	Robotics Ed & Competition Fdn	ED SERVICES	SERV (Frank)	150.00
P17-03172	Magnet Schools of America	ED SERVICES	CONF (MSAP)	579.00
P17-03178	Robert W Fathauer/dba Tessella tions	KAMALA	Materials & Supplies-Instructional	172.37
P17-03179	Read Naturally, Inc	KAMALA	Materials & Supplies-Instr	211.68
P17-03180	Amazon Com	HAYDOCK	MATL/SUPPLY-INSTRUCTION	69.76
P17-03182	Exceptional Teaching Inc	Special Ed	MATLS	139.00
P17-03183	California Science Center	RITCHEN	SERV-Instructional	25.00
P17-03184	California Science Center	ROSE	PROFESSIONAL/CONSULTING - INSTRUCTION	25.00
P17-03185	Petesehria, LLC PizzaMan Dan's	FREMONT	mat/supp - instructional	86.20
P17-03189	Walmart	MCKINNA	matl/supplies-Instructional	200.00
P17-03192	Aswell Trophy And Engraving	MARINA	MATL/SUPL-Admin	8.62
P17-03194	Portofino Inn & Suites	ED SERVICES	CONF	503.90
P17-03195	AMERICAN AIRLINES	ED SERVICES	CONF/TRAV (MSAP)	673.10
P17-03196	Hilton Garden Inn Oxnard	ED SERVICES	CONF	245.76
P17-03197	Roadrunner Shuttle And	ED SERVICES	CONF (MSAP)	162.70
P17-03198	Gopher Sport	FREMONT	MATL/SUP-INSTRUCTIONAL	188.94
P17-03199	Gopher Sport	FREMONT	MATL/SUP-INSTRUCTIONAL	91.53
P17-03200	Marriott Hotel Services, Inc M arriott Marquis Washington DC	ED SERVICES	CONF (MSAP)	683.57
P17-03201	Sams Club 6455	DRIFFILL	MATL/SUPP-instructional	100.00
P17-03203	Amazon Com	ED SERVICES	MATL/SUPP (MSAP)	71.89
P17-03204	NATL FINANCIAL INST SUPPLY INC US BANK SUPPLY	PURCHASING	MATLS/SUPL-ADMIN	72.01
P17-03205	Staples Direct	FRANK	MATL/SUP - INSTRUCTIONAL	172.79
P17-03206	Staples Direct	FRANK	MATL/SUP - INSTRUCTIONAL	198.43
P17-03207	CABE	CHAVEZ	TRAVEL AND CONFERENCE-INSTRUCTIONAL	665.00
P17-03208	ACSA Region 9,10,11 &13 ATTN: DONYA WHEELER	ED SERVICES	Conference	199.00
P17-03209	Department Of Social Services	ED SERVICES	SERV	242.00
P17-03210	Uline	GRAPHICS	Materials and Supplies	470.87
P17-03211	Smart And Final Iris Co	HR	Materials & Supplies	862.00
P17-03212	Amazon Com	MCKINNA	matl/sup-instructional	32.27
P17-03213	Amazon Com	MARSHALL	MATL/SUP - Instruction	111.78
P17-03214	Amazon Com	FREMONT	Materials and Supplies-Instructional	891.25
P17-03215	Ventura Co Office Of Education	HR	Profesional/Consultant	400.00

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## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P17-03216	Thomson West	HR	Supp	154.77
P17-03217	Stoneware, Inc	FREMONT	License -INSTRUCTION	288.00
P17-03218	New Pig Corporation	TRANSPORTATIO	SUPPLIES	57.86
P17-03219	Smart And Final Iris Co	LEMONWOOD	MAT/SUPP (instructional)	75.00
P17-03220	Breakout, Inc	RITCHEN	MATL/SUP-Instructional	808.13
P17-03221	Nova-Tech International Inc	RITCHEN	MATL/SUP-Instructional	153.01
P17-03222	Driftwood Dairy Inc	LEMONWOOD	MAT/SUPP (Instructional)	300.00
P17-03223	IOGRAPHER LLC	RITCHEN	MATL/SUP-Instructional	156.22
P17-03224	Liberty Flags Inc	SUPERINTENDEN	SUP	375.76
P17-03226	VCOE - 0950	ROSE	TRAVEL & CONFERENCE - INSTRUCTION	20.00
P17-03227	Ventura Co Office Of Education	ASSESS ACCOUN	Tuition	150.00
P17-03228	Ventura Co Office Of Education	FREMONT	TRAV/CONF INSTRUCTIONAL	160.00
P17-03229	IMAGE APPAREL FOR BUSINESS	FACILITIES	SERV ("GROUNDS" & "FACILITIES UNIFORMS)	316.98
P17-03231	ACSA Region 9,10,11 &13 ATTN: DONYA WHEELER	ED SERVICES	CONF	597.00
P17-03232	Center for the Collaborative C lassroom	KAMALA	CONFERENCE-INST	603.40
P17-03233	Walmart	Pupil Srvs	MATL/SUP	200.00
P17-03238	Southwest Airlines	BUSINESS	CONF	515.70
P17-03243	School Serv Of Calif Inc	BUSINESS	CONF	825.00
P17-03246	CENTER FOR MATHEMATICS & TEACH ING INC	LEMONWOOD	Books & Other References (Instructional)	989.10
P17-03247	Wilshire Group	LEMONWOOD	MAT/SUPP (instructional)	280.96
P17-03248	Gold Coast Steel & Supply Inc	ED SERVICES	MATL/SUPP (HAYDOCK)	500.78
P17-03249	Tri County GATE Council Linda Calvin	SORIA	CONF (Instructional/Students)	135.00
P17-03250	HYATT REGENCY SAN FRANCISCO	HR	Conf-	718.10
P17-03252	Amazon Com	CURREN	mat/sup - instructional	203.50
P17-03254	Jostens, Inc	CURREN	mat/sup - instructional	403.77
P17-03258	Ventura Co Office Of Education	ED SERVICES	CONF	275.00
P17-03259	Ventura Co Office Of Education	HR	Prof-Consult	600.00
P17-03261	Innovative Learning Concepts	CURREN	mat/sup - instructional	47.10
P17-03263	Aswell Trophy And Engraving	ASSESS ACCOUN	MATL	140.08
P17-03270	Hilton San Francisco Financial District	HR	Conf-	591.57
P17-03271	COUNTY OF VENTURA PUBLIC WORKS AGENCY	BUSINESS	CONST	750.00
P17-03274	American Pizza	MARINA	MATL/SUPL-Admin	58.00
P17-03275	CSU LONG BEACH	DRIFFILL	SERV-instructional	900.00
P17-03279	Walmart	DRIFFILL	MATL/SUPP-instructional	107.75
P17-03280	Welcome Sacramento, LLC Courty ard Marriott Sacramento	ED SERVICES	CONF	108.97
P17-03281	Residence Inn Sacramento at Ca pitol Park	ED SERVICES	CONF	447.17
P17-03283	School Health Corporation	WAREHOUSE	Stores Supplies	585.08
P17-03284	Office Depot Bus Ser Div	WAREHOUSE	Stores Supplies	709.00
P17-03286	Identification & Security Inte	WAREHOUSE	Stores Supplies	624.95
P17-03287	Amazon Com	WAREHOUSE	Stores Supplies	390.81

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**Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\***

PO Number	Vendor Name	Loc	Description	Order Amount	
P17-03291	Textbook Warehouse LLC Textbook Warehouse	ERC	TextBK	38.77	
P17-03293	CARL ABAJIAN	ED SERVICES	MSAP/SERV	795.00	
P17-03294	CDW G	DRIFFILL	COMP/MATL/SUPP-instructional	276.81	
P17-03297	CDW G	SUPERINTENDEN	Comp Matls Sup	226.28	
P17-03298	Larry Gonzales dba 3G Promotional Products	ED SERVICES	MATL/SUP	899.71	
P17-03299	Lakeshore Learning Materials-V	MCKINNA	Materials & Supplies-Instructional	200.00	
P17-03300	Ventura Co Office Of Education	MCKINNA	conf-instructional	75.00	
P17-03302	HOLIDAY GARDEN SF CORP RESIDENCE INN ANAHEIM	MARINA	TRAV/CONF-Instructional	325.90	
P17-03303	CABE	ED SERVICES	CONF	940.00	
P17-03306	Educational Directories Inc	PURCHASING	MATLS/ SUPL	117.75	
P17-03308	Pacific Isl Sportfishing, Inc	RITCHEN	SERV-Instructional	650.00	
P17-03310	Bad Wolf Press	MCKINNA	mat/sup-instructional	49.75	
P17-03311	Lakeshore Learning Materials-V	MCKINNA	mat/sup-instructional	141.00	
P17-03312	Amazon Com	MCKINNA	mat/sup-instructional	246.74	
P17-03313	DAVID ATKIN CONSTRUCTION INC	FACILITIES	BOND/BLDG (HAR FENCE PROJECT)	567.50	
P17-03314	ASCD	LEMONWOOD	TRAV/CONFE (ADMIN)	458.00	
P17-03316	Lightspeed Systems Sales, Inc	SUPERINTENDEN	software	120.00	
P17-03318	TRI-COUNTY OFFICE FURNITURE	IT	MATL/SUP	382.51	
P17-03320	New West Symphony Assn	SIERRA LINDA	Serv - Instructional	250.00	
P17-03322	Rotary Club Of Oxnard	SUPERINTENDEN	MEMB	282.00	
P17-03323	Walmart	DRIFFILL	MATL/SUPP-instructional	161.63	
P17-03325	Petroleum Telcom Inc DBA Telecom	ASES	materials/supplies	134.69	
P17-03326	Harbor Freight Tools	ASES	Materials/Supplies	121.06	
P17-03327	Costco Wholesale	DRIFFILL	MATL/SUPP-instructional	500.00	
P17-03328	Amazon Com	RITCHEN	MATL/SUP-Instructional	13.74	
P17-03329	Home Depot Inc	RITCHEN	MATL/SUP-Instructional	43.05	
P17-03330	Office Depot Bus Ser Div	BUSINESS	MATL/SUPP	252.12	
P17-03331	Demco Inc	MARINA	MATL/SUPL-Instructional	639.05	
P17-03332	Hilton Anaheim	LEMONWOOD	TRAV/CONFE (ADMIN)	979.29	
P17-03333	Walmart	IT	MATL/SUP	96.94	
<b>Total Number of POs</b>			<b>240</b>	<b>Total</b>	<b>81,602.60</b>

**Fund Recap**

Fund	Description	PO Count	Amount
010	GENERAL FUND	231	78,280.07
120	CHILD DEVELOPMENT FUND	2	441.00
130	CAFETERIA FUND	5	1,564.03
213	BOND FUND MEASURE R 2012	2	1,317.50
<b>Total Fiscal Year 2017</b>			<b>81,602.60</b>
<b>Total</b>			<b>81,602.60</b>

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Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

## PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
P17-00153	45,000.00	010-4329	GENERAL FUND/MISCELLANEOUS SUPPLIES	5,000.00-
P17-00159	31,000.00	010-4323	GENERAL FUND/HVAC SUPPLIES	4,000.00-
P17-00164	18,600.00	010-4343	GENERAL FUND/LOCKSMITH SUPPLIES	3,000.00-
P17-00166	45,000.00	010-4329	GENERAL FUND/MISCELLANEOUS SUPPLIES	10,000.00-
P17-00182	19,680.00	010-4323	GENERAL FUND/HVAC SUPPLIES	3,000.00-
P17-00185	24,000.00	010-4323	GENERAL FUND/HVAC SUPPLIES	3,000.00-
P17-00225	1,796.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	500.00
P17-00233	1,580.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	500.00
P17-00437	948.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	300.00
P17-00848	2,500.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	275.20
P17-01133	161,280.00	010-5100	GENERAL FUND/PROFESSIONAL/CONSULTING	67,200.00-
P17-01186	685.80	213-5800	BOND FUND MEASURE R 2012/PROFESSIONAL/CONSU	96.14
P17-01358	1,620.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	520.56
P17-02058	1,500.00	010-5600	GENERAL FUND/RENTALS, LEASES AND REPAIRS	744.00
P17-02122	400.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	194.96
P17-02239	311.04	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	233.28
P17-02318	162.79	010-4318	GENERAL FUND/COMPUTER SUPPLIES AND SOFTWARE	107.99-
P17-02351	500.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	200.00
P17-02431	416.00	130-4300	CAFETERIA FUND/MATERIALS AND SUPPLIES	149.04
P17-02527	2,614.12	213-6274	BOND FUND MEASURE R 2012/OTHER CONSTRUCTION	900.00
P17-02642	224.49	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	224.49-
		010-5632	GENERAL FUND/REPAIRS	224.49
			Total PO P17-02642	.00
P17-02834	49.62	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	36.72
P17-02976	3,771.34	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	388.90
P17-03001	2,203.98	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	5.79
P17-03003	2,301.22	010-4400	GENERAL FUND/NON-CAP EQUIP (\$500-\$4,999)	.38
P17-03141	1,590.41	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	.00
			<b>Total PO Changes</b>	<b>90,263.02-</b>

Information is further limited to: (Maximum Amount = 999.99)

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
NP17-00047	Gold Star Foods	CNS	stores	7,221.20
NP17-00048	Gold Star Foods	CNS	stores	15,415.70
NP17-00049	P And R Paper Supply Co	CNS	stores	9,680.67
NP17-00051	Gold Star Foods	CNS	stores	16,954.89
NP17-00052	P And R Paper Supply Co	CNS	stores	3,480.53
NP17-00053	Gold Star Foods	CNS	stores	35,609.20
NP17-00054	P And R Paper Supply Co	CNS	stores	4,844.90
P17-01187	Wenger Corporation	FACILITIES	EQUIP (STAIRS FOR SHOWMOBILE PORTABLE STAGE)	2,997.00
P17-02809	Dell Direct Sales Lp	IT	EQUIP (Anna)	1,836.65
P17-02898	NV5 DBA/BTC LABS	FACILITIES	BLDG (SAN MIGUEL PORTABLE PROJECT)	9,480.00
P17-02956	Div Of The State Architect	FACILITIES	DSA Fees	8,125.00
P17-02957	Night Hawks Custom Screen	ASES	MATL/SUPL	1,033.56
P17-02958	Petroleum Telcom Inc DBA Telecom	ASES	matl/supl	1,058.40
P17-02959	Western Drain Supply	FACILITIES	Materials and Supplies	1,500.00
P17-02963	Pearson	Special Ed	MATL/SUP	2,721.28
P17-02964	Janelle Publications Inc	Special Ed	MATL/SUP	1,192.60
P17-02968	San Diego Co Office Of Ed	Special Ed	MATL/SUP	5,554.44
P17-02969	Smart And Final Iris Co	FRANK	MATL/SUP - INSTRUCTIONAL	2,000.00
P17-02971	Aswell Trophy And Engraving	ED SERVICES	MATL/SUPP (FREMONT BRANDING)	3,455.93
P17-02972	Carolina Biological Supply	ED SERVICES	MATL/SUPP (FREMONT-AMPLIFY)	2,544.92
P17-02973	Carolina Biological Supply	ED SERVICES	MATL/SUPP (FRANK-AMPLIFY)	2,544.92
P17-02975	Aswell Trophy And Engraving	ED SERVICES	MATL/SUPP (HAYDOCK-TENT)	1,299.60
P17-02976	Reese Corp Sign A Rama	ED SERVICES	SERV (FREMONT-BRANDING)	3,771.34
P17-02977	The Juice Plus+ Company, LLC	ED SERVICES	MATL/SUPP (HAYDOCK-TOWER GARDEN)	3,148.14
P17-02979	Lego Education	ED SERVICES	MATL/SUPP (FREMONT-SCIENCE)	5,246.30
P17-02981	VEX Robotics, Inc	ED SERVICES	MATL/SUPP (FRANK-HANNA)	10,495.86
P17-02985	Agromin	ED SERVICES	MATL/SUP (HAYDOCK)	1,374.84
P17-02988	Read Naturally, Inc	KAMALA	SERV-INSTRUCTIONAL	1,449.00
P17-02992	Pearson	Special Ed	SERV	4,131.00
P17-02994	Apple Computer Inc	Special Ed	SERV	1,134.00
P17-02999	Community Educational Entertai	SIERRA LINDA	services - Instructional	1,430.00
P17-03001	Blick Art Materials	ED SERVICES	MATL/SUPP (Frank-Corcoran)	2,203.98
P17-03003	Play & Park Structures	FACILITIES	Equipment	2,301.22
P17-03004	R A ATMORE AND SONS, INC	FACILITIES	Service	1,888.00
P17-03006	CABE	CHAVEZ	TRAVEL AND CONFERENCE-INSTRUCTIONAL	1,030.00
P17-03007	SCHOOL SAFETY SOLUTION, LLC	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	1,680.71
P17-03011	School Tech Supply	FRANK	Software Lic. - Instructional	1,160.00
P17-03012	Flinn Scientific Inc	ED SERVICES	MATL/SUPP (FREMONT-WHITE)	2,002.71
P17-03013	Allcable Inc	IT	MATL/SUP/EQUIP (Tom)	2,665.44
P17-03017	CSPCA	PERSONNEL	Memb	1,100.00
P17-03018	Ventura Co Office Of Education	BUDGET	Tuition/Excess Cost	1,945,140.00
P17-03019	Ventura Co Office Of Education	BUDGET	Excess Cost - Transportation	300,000.00
P17-03025	View Plus Technologies, Inc	Special Ed	EQUIPT/ MATLS	29,660.56
P17-03029	CDW G	FACILITIES	Equipment	3,692.35

\*\*\* See the last page for criteria limiting the report detail.

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## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P17-03034	CANON SOLUTIONS AMERICA INC	GRAPHICS	Materials and Supplies	3,650.40
P17-03041	CABE	ED SERVICES	CONF	1,225.00
P17-03045	Empire Cleaning Supply	WAREHOUSE	Stores Supplies	2,901.17
P17-03046	Extreme Clean	WAREHOUSE	Stores Supplies	5,149.98
P17-03048	Veritiv Operating Company	WAREHOUSE	Stores Supplies	12,464.79
P17-03052	Dell Direct Sales Lp	NFL	EQUIP	5,868.86
P17-03054	ANAHEIM MARRIOTT	CHAVEZ	TRAVEL AND CONFERENCE-INSTRUCTIONAL	2,666.52
P17-03057	CAROL A BARTZ dba/CAROL BARTZ EDUCATION CONSULTING	Special Ed	SERV	3,400.00
P17-03059	TURNAROUND SCHOOLS NO EXCUSES UNIVERSITY	SUPERINTENDEN	Books	2,800.00
P17-03061	Power Machinery Center	WAREHOUSE	Equipment Replacement	5,549.13
P17-03063	Superior Sanitary Supplies	WAREHOUSE	Stores Supplies	1,384.80
P17-03065	Southwest School & Office Sup	WAREHOUSE	Stores Supplies	3,427.59
P17-03066	RIVIERA RESORT & SPA	MARINA	TRAVL/CONF-Admin & Instruc	3,073.70
P17-03069	COUNTY OF VENTURA	BUSINESS	CONST	1,217.00
P17-03075	Videotape Products Inc	IT	SERV (Software OPIE)	3,879.00
P17-03081	Cybertek	IT	Computer Software	6,357.79
P17-03085	Allcable Inc	IT	MAT/SUP & EQUIP (Tom)	2,876.93
P17-03087	SHI INTERNATIONAL CORP	IT	SERVICE	94,723.10
P17-03093	Ventura Co Office Of Education	BUDGET	Tuition/Excess Cost	148,390.00
P17-03105	Editorial Projects in Ed, Inc Education Week	HR	Professional/Consult	5,670.00
P17-03108	J. SCHWARTZ DBA/ENTERTAINMENT CONTRACTOR	ED SERVICES	MSAP/SERV	7,600.00
P17-03112	ROBERT W. NORRIS VENTURA SIGNS & SCREEN PRINTING	DRIFFILL	MATL/SUPP-instructional	1,113.70
P17-03116	Plaza14 North American Cinem	DRIFFILL	SERV-instructional	1,860.00
P17-03117	ANAHEIM MARRIOTT	ED SERVICES	CONF	1,555.47
P17-03119	ANAHEIM MARRIOTT	KAMALA	CONF-ADMIN/INST	3,754.89
P17-03121	Focus On The Masters	HARRINGTON	SERV	4,500.00
P17-03122	ANTONIO F. JIMENEZ JIMENEZ	ENGLISH LEARNE	T1/SERV	8,000.00
P17-03123	Parent Inst For Quality Ed	MCKINNA	SERV	6,000.00
P17-03128	Focus On The Masters	SIERRA LINDA	SERV	2,000.00
P17-03129	WILLIAM VENEGAS dba/HIP HOP MI NDSET	ED SERVICES	ASES/SERV	45,000.00
P17-03130	PROFESSIONAL TUTORS OF AMERICA INC.	ED SERVICES	SVC	5,000.00
P17-03131	Ventura Co Office Of Education	ED SERVICES	SVC	5,000.00
P17-03132	Matt Oppenheimer Tutorific!	ED SERVICES	SVC	5,000.00
P17-03134	Human Kinetics	ASSESS ACCOUN	MATL	1,050.56
P17-03135	Office Depot Bus Ser Div	ASSESS ACCOUN	MATL	1,987.77
P17-03141	The Mayflower Hotel	SUPERINTENDEN	CONF/TRAVEL	1,590.41
P17-03146	CONTROLTEC INC	ED SERVICES	MAINT	2,811.90
P17-03149	Aswell Trophy And Engraving	LEMONWOOD	MAT/SUPP (instructional)	1,768.02
P17-03150	Wendy H Milligan dba/ Terra Fi rma Enterprises	RISK MGMT	SERV	8,450.00

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## Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

PO Number	Vendor Name	Loc	Description	Order Amount
P17-03151	Wendy H Milligan dba/ Terra Firma Enterprises	RISK MGMT	SERV	8,190.00
P17-03152	FM Architecture Inc	FACILITIES	BOND/BLDG (PRELIM ARCH/ENG SVCS @ DORIS/PATTERSON)	150,000.00
P17-03153	Gopher Sport	CURREN	matl/sup - instructional	2,287.32
P17-03154	BSN Sports	WAREHOUSE	Stores Supplies	1,775.89
P17-03155	Art Trek	ED SERVICES	SERV (ASP)	32,400.00
P17-03161	Southwest School & Office Sup	WAREHOUSE	Stores Supplies	5,711.61
P17-03162	Assistance League School	Special Ed	SERV (IM062912)	6,280.00
P17-03164	Assistance League School	Special Ed	SERV (EV120612)	6,280.00
P17-03165	TLC, PLUS	Special Ed	SVCS/SPEC ED (NC072504)	25,120.08
P17-03166	Div Of The State Architect	FACILITIES	DSA Fees	6,188.29
P17-03168	Victor Manuel Tenorio 101 Glas s & Mirror	FACILITIES	Materials and Supplies	2,155.00
P17-03169	Intelliccept	FACILITIES	Materials and supplies	1,616.25
P17-03170	The Acorn Newspaper	ED SERVICES	SERV (MSAP)	1,081.40
P17-03173	Casa Pacifica	Special Ed	SERV (GS021503)	26,022.00
P17-03174	Ventura Co Office Of Education	Special Ed	SERV (GG111606)	5,014.22
P17-03175	Ventura Co Office Of Education	Special Ed	SERV (JP030904)	4,435.11
P17-03176	Ventura Co Office Of Education	Special Ed	SERV (EN071309)	15,042.66
P17-03177	Ventura Co Office Of Education	Special Ed	SERV (JS010805)	4,435.11
P17-03181	Phillip J Collins Collins Business Equipment	Special Ed	MATLS/REPAIR	1,000.00
P17-03186	Ventura Co Office Of Education	Special Ed	SERV (PL031809)	2,750.00
P17-03187	Ventura Co Office Of Education	Special Ed	SERV (BE053005)	45,961.76
P17-03188	Veritiv Operating Company	GRAPHICS	Materials and Supplies	2,106.51
P17-03190	Hilton Garden Inn Oxnard	Special Ed	SERV/MATLS	2,692.80
P17-03191	Smart And Final Iris Co	CHAVEZ	MATERIALS AND SUPPLIES-INSTRUCTIONAL	1,000.00
P17-03202	Portofino Inn & Suites	ED SERVICES	CONF	3,018.75
P17-03225	Dell Direct Sales Lp	CNS	equipment	3,924.27
P17-03230	CUE, INC	KAMALA	CONF-INSTRUCTIONAL	1,734.00
P17-03234	Embassy Suites San Luis Obispo	ED SERVICES	CONF	1,494.24
P17-03235	ADVANCED CLASSROOM TECHNOLOGIE S, INC	FREMONT	COMP EQUIP-Instruction	3,410.29
P17-03236	Dell Direct Sales Lp	ED SERVICES	EQUIP	10,408.38
P17-03237	Dell Direct Sales Lp	Special Ed	COMP EQUIPT/MATLS	5,103.84
P17-03239	Sheraton Grand Sacramento	SUPERINTENDEN	CONF/TRAVEL	1,413.65
P17-03240	BERNARDS BROS. INC.	FACILITIES	BOND/BLDG/ELM CONST SVCS	23,306,886.00
P17-03241	Rosetta Stone Ltd	ED SERVICES	License/Software	112,100.00
P17-03242	Sage Publications	ED SERVICES	MATL/SUP	2,635.63
P17-03244	Hilton Sacramento Arden West	BUSINESS	CONF	1,060.74
P17-03245	The Boomerang Project	ED SERVICES	CONF (FRANK)	1,750.00
P17-03251	CUE, INC	LEMONWOOD	TRAV/CONF (Instructional)	1,360.00
P17-03253	Coast To Coast Computer Prod	CURREN	matl/sup - instructional	1,060.26
P17-03255	CABE VTA CO CHAPTER ATTN: SOLE DAD MOLINAR	CURREN	conf - instructional/admin	1,146.98
P17-03256	Fed Ex Kinkos	ED SERVICES	SERV (FRANK)	2,176.55
P17-03257	NV5 DBA/BTC LABS	FACILITIES	WILLIAMS REIMB/SERV (TEST-INSP SVCS RIT CHILLER)	1,200.00

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**Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\***

PO Number	Vendor Name	Loc	Description	Order Amount	
P17-03260	CPO Science	FREMONT	COMP EQUIP-Instructional	1,138.86	
P17-03262	Atlantic Research Partners	HR	Conf-	3,275.00	
P17-03264	CABE VTA CO CHAPTER ATTN: SOLE DAD MOLINAR	ROSE	TRAVEL- ADMIN/INSTN/Parent Participation / Cnslng	5,005.00	
P17-03265	Portofino Inn & Suites	FREMONT	TRAVEL/CONF - INSTRUCTIONAL	1,207.50	
P17-03266	Sheraton Park Hotel Anaheim	ROSE	TRAVEL & CONFERENCE - ADMINISTRATION/ INSTRUCTION	3,694.05	
P17-03267	Frontier California Inc	BUSINESS	CONST	5,104.25	
P17-03268	CABE	ED SERVICES	CONF	7,780.00	
P17-03269	Portofino Inn & Suites	ED SERVICES	CONF	1,811.25	
P17-03272	CN School & Office Sol, Inc Cui-Ver-Newlin	HARRINGTON	EQUIP (LIBRARY-ADMIN)	9,988.67	
P17-03273	Guitar Center	HARRINGTON	EQUIP/MATL-SUP (KEYBOARD & AMP)	1,232.00	
P17-03276	Contract Paper Group, Inc	WAREHOUSE	Stores Supplies	19,857.89	
P17-03277	BEHAVIOR INSIGHTS INC	Special Ed	SERV	15,000.00	
P17-03278	Ventura Co Office Of Education	IT	SERV	1,500.00	
P17-03282	Hillyard Inc	WAREHOUSE	Stores Supplies	5,502.79	
P17-03285	Spartan Tools	FACILITIES	Materials and Supplies	5,000.00	
P17-03288	Southwest School & Office Sup	WAREHOUSE	Stores Supplies	5,255.59	
P17-03289	Varidesk, LLC	SUPERINTENDEN	Equipment	1,282.23	
P17-03290	CDW G	SUPERINTENDEN	COMP EQUIP	10,881.03	
P17-03292	ALTA LIFT INC	FACILITIES	Equipment	17,563.25	
P17-03295	CDW G	ROSE	COMPUTER EQ. OVER \$500 - INSTRUCTIONAL	1,168.31	
P17-03296	CDW G	SUPERINTENDEN	COMP SUP	1,180.02	
P17-03301	CUE, INC	SIERRA LINDA	Conf - Admin / instruction	1,390.00	
P17-03304	Portofino Inn & Suites	ED SERVICES	CONF	1,207.50	
P17-03305	Ventura Co Office Of Education	BUSINESS	serv	8,550.00	
P17-03307	Ventura Co Office Of Education	BUSINESS	SERV	140,850.99	
P17-03309	Scholastic Inc	MCKINNA	matl/sup-instructional	2,391.61	
P17-03315	Brainpop Com Llc	SIERRA LINDA	Software - Instructional	3,090.00	
P17-03317	Apple Computer Inc	SUPERINTENDEN	COMP MATLS SUP	2,468.24	
P17-03319	History Brought To Life	SIERRA LINDA	Serv - Instructional	1,325.00	
P17-03321	ROSEIAN LLC THE MONROE PALM SP RINGS	LEMONWOOD	TRAV/CONF (Instructional)	1,987.76	
P17-03324	Dell Direct Sales Lp	NFL	EQUIP	1,290.95	
P17-03334	Hyatt Regency Sacramento	SUPERINTENDEN	CONF/TRAVEL	1,079.60	
<b>Total Number of POs</b>			<b>157</b>	<b>Total</b>	<b>27,009,464.25</b>

**Fund Recap**

Fund	Description	PO Count	Amount
010	GENERAL FUND	142	3,433,239.92
120	CHILD DEVELOPMENT FUND	2	13,220.28
130	CAFETERIA FUND	8	97,131.36
213	BOND FUND MEASURE R 2012	4	23,463,207.25
251	DEVELOPER FEES	1	2,665.44
<b>Total Fiscal Year 2017</b>			<b>27,009,464.25</b>
<b>Total</b>			<b>27,009,464.25</b>

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ESCAPE ONLINE

Includes Purchase Orders dated 12/21/2016 - 02/01/2017 \*\*\*

## PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
P14-00044	6,087,146.72	213-5800	BOND FUND MEASURE R 2012/PROFESSIONAL/CONSU	972,000.00
P16-05421	29,589,132.08	213-6270	BOND FUND MEASURE R 2012/MAIN BUILDING CONTR/	13,234.17
P17-00207	7,240.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	2,000.00
P17-00209	4,240.00	010-4352	GENERAL FUND/LANDSCAPE PLANTS	1,000.00
P17-00212	6,160.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	2,000.00
P17-00215	4,240.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	1,000.00
P17-00217	12,900.00	010-5600	GENERAL FUND/RENTALS, LEASES AND REPAIRS	4,583.70
P17-00218	9,240.00	010-4352	GENERAL FUND/LANDSCAPE PLANTS	4,000.00
P17-00219	6,400.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	1,000.00
P17-00220	8,900.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	2,832.63
P17-00235	3,160.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	1,000.00
P17-00237	12,060.00	010-4351	GENERAL FUND/MISC GARDENING SUPPLIES	4,500.00
P17-00238	5,320.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P17-00305	4,500.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P17-00514	7,000.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	2,000.00
P17-01270	2,080.00	010-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,000.00
P17-01693	60,000.00	010-5100	GENERAL FUND/PROFESSIONAL/CONSULTING	5,100.00
		010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	25,500.00
			Total PO P17-01693	30,600.00
P17-01980	60,900.00	010-5100	GENERAL FUND/PROFESSIONAL/CONSULTING	21,300.00
P17-02501	3,000.00	010-5200	GENERAL FUND/TRAVEL AND CONFERENCE	1,000.00
P17-02559	16,500.00	010-5800	GENERAL FUND/PROFESSIONAL/CONSULTING SERV	6,000.00
			<b>Total PO Changes</b>	<b>1,073,050.50</b>

Information is further limited to: (Minimum Amount = 1,000.00)

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ESCAPE ONLINE

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**FIRST AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE OXNARD SCHOOL DISTRICT AND LISA CLINE, DEPUTY SUPERINTENDENT, BUSINESS AND FISCAL SERVICES**

This First Amendment to the Employment Agreement (“First Amendment”) is made and entered into this 15<sup>th</sup> day of February, 2017 between the Oxnard School District (“District”) and Lisa Cline, Deputy Superintendent, Business and Fiscal Services, (“Deputy Superintendent”). This First Amendment amends the Employment Agreement entered into between the District and Deputy Superintendent effective February 11, 2016, as follows:

1. **TERM OF AGREEMENT:** The District hereby employs the Deputy Superintendent and the Deputy Superintendent agrees to be employed a term commencing July 1, 2016 and ending June 30, 2019, subject to the terms and conditions set forth herein.

For the Board of Trustees:

By: \_\_\_\_\_  
Ernest Morrison, Board President

Date of Acceptance: \_\_\_\_\_

\_\_\_\_\_  
Lisa Cline, Deputy Superintendent,  
Business and Fiscal Services

**FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE  
OXNARD SCHOOL DISTRICT AND JESUS VACA, ASSISTANT SUPERINTENDENT  
HUMAN RESOURCES AND SUPPORT SERVICES**

This Fourth Amendment to the Employment Agreement (“Fourth Amendment”) is made and entered into this 15<sup>th</sup> day of February, 2017 between the Oxnard School District (“District”) and Jesus Vaca, Assistant Superintendent, Human Resources & Support Services, (“Assistant Superintendent”). This Fourth Amendment amends the Employment Agreement entered into between the District and Assistant Superintendent effective November 4, 2013, as follows:

1. **TERM OF AGREEMENT:** The District hereby employs the Assistant Superintendent and the Assistant Superintendent agrees to be employed for a term commencing July 1, 2016 and ending June 30, 2019, subject to the terms and conditions set forth herein.

For the Board of Trustees:

By: \_\_\_\_\_  
Ernest Morrison, Board President

Date of Acceptance: \_\_\_\_\_

\_\_\_\_\_  
Jesus Vaca, Assistant Superintendent,  
Human Resources

**FIRST AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE OXNARD  
SCHOOL DISTRICT AND ROBIN FREEMAN, ASSISTANT SUPERINTENDENT,  
EDUCATIONAL SERVICES/CHIEF ACADEMIC OFFICER**

This First Amendment to the Employment Agreement (“First Amendment”) is made and entered into this 15<sup>th</sup> day of February, 2017 between the Oxnard School District (“District”) and Robin Freeman, Assistant Superintendent, Educational Services, (“Assistant Superintendent”). This Second Amendment amends the Employment Agreement entered into between the District and Assistant Superintendent effective May 6, 2015 as follows:

**Article 1 Term of Agreement**

**TERM OF AGREEMENT:** The District hereby employs the Assistant Superintendent and the Assistant Superintendent agrees to be employed for a term commencing July 1, 2016 and ending June 30, 2019, subject to the terms and conditions set forth herein.

**Article 5 Health Benefits**

New 5.1

Post-Retirement Health Benefits. If the Assistant Superintendent retires from the District on or after June 30, 2018, the District will continue to provide the Assistant Superintendent with group health and welfare benefits currently available to certificated management, and/or as may be amended, changed, or modified by approval or resolution of the Board until the age of 65.

For the Board of Trustees:

By: \_\_\_\_\_  
Ernest Morrison, Board President

Date of Acceptance: \_\_\_\_\_

\_\_\_\_\_  
Robin Freeman,  
Assistant Superintendent,  
Educational Services

OSD BOARD AGENDA ITEM

Name of Contributor: Jonathan Koch

Date of Meeting: February 15, 2017

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda   X    
Agreement Category:
  - \_\_\_\_\_ Academic
  - \_\_\_\_\_ Enrichment
  - \_\_\_\_\_ Special Education
  - \_\_\_\_\_ Support Services
  - \_\_\_\_\_ Personnel
  - \_\_\_\_\_ Legal
  - \_\_\_\_\_ Facilities
- D. Action Items \_\_\_\_\_
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies      1<sup>st</sup> Reading \_\_\_\_\_      2<sup>nd</sup> Reading \_\_\_\_\_

**Establish/Abolish/Increase/Reduce Hours of Position (Koch)**

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**Establish**

a four hour, 183 day Paraeducator I, position number 8041, to be established at Curren school. This position will be established to provide additional support.

a five hour and forty-five minute, 183 day Paraeducator II, position number 8040, to be established in the Special Education department. This position will be established to provide additional support.

a five hour and forty-five minute, 183 day Paraeducator III, position number 8039, to be established in the Special Education department. This position will be established to provide additional support.

a five hour and forty-five minute, 183 day Paraeducator III, position number 8038, to be established in the Special Education department. This position will be established to provide additional support.

**FISCAL IMPACT:**

Cost for Para I-\$17,557 General fund  
Cost for Para II-\$26,453 General fund  
Cost for Para III-\$27,141 General fund  
Cost for Para III-\$27,141 General fund

**RECOMMENDATION:**

It is the recommendation to approve the establishment of positions, as presented.

**ADDITIONAL MATERIAL:**

Attached: None

OSD BOARD AGENDA ITEM

Name of Contributor: Jesus Vaca/Jonathan Koch

Date of Meeting: February 15, 2017

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda   X    
Agreement Category:
  - \_\_\_\_\_ Academic
  - \_\_\_\_\_ Enrichment
  - \_\_\_\_\_ Special Education
  - \_\_\_\_\_ Support Services
  - \_\_\_\_\_ Personnel
  - \_\_\_\_\_ Legal
  - \_\_\_\_\_ Facilities
- D. Action Items \_\_\_\_\_
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies      1<sup>st</sup> Reading \_\_\_\_\_      2<sup>nd</sup> Reading \_\_\_\_\_

**Personnel Actions (Vaca/Koch)**

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The attached are recommended personnel actions presented to the Board of Trustees for consideration. The salary placement for the individuals employed will be in accordance with salary regulations of the district. Personnel actions include: New Hires, transfers, pay changes, layoffs, recall from layoffs, resignations, retirements, and leave of absence.

**FISCAL IMPACT:**

**RECOMMENDATION:**

It is the recommendation to approve the Personnel Actions, as presented.

**ADDITIONAL MATERIAL:**

Attached: Classified Personnel Actions ( page)  
Certificated Personnel Actions



**CERTIFICATED PERSONNEL**

Listed below are recommended certificated personnel actions presented for consideration by the Board of Trustees. The salaries for the individuals employed will be determined in accordance with salary regulations of the District.

**NEW HIRES**

Vanessa Benfatto	Substitute Teacher	2016/2017 School Year
Rafael Cahue	Substitute Teacher	2016/2017 School Year
Gabriel Echaveste	Substitute Teacher	2016/2017 School Year
Edward Lara	Substitute Teacher	2016/2017 School Year
Casey Zavala	Substitute Teacher	2016/2017 School Year

**Intervention Services  
Provider (less than 20  
hours per week not to  
exceed 75% or 135 days a  
year**

Clara Alvear	Driffill	02/06/2017
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**Leave of Absence**

Katherine Bonfilio	SPED, McAuliffe School	03/19/2017
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## CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Aguila, Eva	Office Asssitant II (B), Position #7979 NfL 4.0 hrs./246 days	02/13/2017
Frias, Celia	Paraeducator II, Position #2952 Special Education 5.75 hrs./183 days	01/30/2017
Gamez, Daniela	District Enrollment Center Manager, Position #7908 Enrollment Center 8.0 hrs./246 days	02/08/2017
Hernandez, Guadalupe	Intermediate School Secretary (B), Position #5388 Frank 8.0 hrs./192 days	02/07/2017
Rivas Saucedo, Norberto	Grounds Maintenance Worker I, Position #1173 Facilities 8.0 hrs./246 days	01/31/2017
Valencia, Christian	Paraeducator II, Position #46 Special Education 5.75 hrs./183 days	01/27/2017
Vega, Lorena	Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days	02/01/2017

**Limited Term**

Bustamante, RosaMaria	Paraeducator	01/23/2017
Escobar Rivas, Yuriana	Paraeducator	01/30/2017
Garcia, Edith	Paraeducator	02/02/2017
Hernandez, Julie	Paraeducator	01/30/2017
Ramirez, Aime	Paraeducator	01/31/2017
Velasco, Lilia	Clerical	01/20/2017

**Exempt**

Lopez, Fermin	Campus Assistant	01/09/2017
Ochoa, Cynthia	Campus Assistant	01/09/2017

**Transfer**

Cerrato, Gabriela	Child Nutrition Worker, Position #1835 Elm 5.0 hrs./185 days Child Nutrition Worker, Position #2617 Elm 4.5 hrs./185 days	01/24/2017
Pena, Sahara	Intermediate School Secretary (B), Position #6709 Driffill 8.0 hrs./192 days Intermediate School Secretary (B), Position #6244 Lemonwood 8.0 hrs./192 days	01/29/2017

**Reclassification**

Garibay Lopez, Luis	Technology Services Technician (B), Position #2899 Information Technology 8.0 hrs./246 days Help Desk Support Technician (B), Position #2899 Information Technology 8.0 hrs./246 days	01/20/2017
Mc Garry, Vincent	Senior Manager Maintenance & Operations, Position #1082 Facilities 8.0 hrs./246 days Maintenance Manager, Position #1082 Facilities 8.0 hrs./246 days	01/20/2017

**Return from Leave of Absence**

Banales, Lizbeth	Paraeducator II (B), Position #2750 Special Education	01/11/2017
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**Resignation**

Alfaro, Annette

Preschool Assistant (B), Position #443

02/10/2017

McKinna 3.0 hrs./183 days

Ruiz, Mayte

Accounting Specialist IV, Position #1747

02/13/2017

Budget & Finance 8.0 hrs./246 days

# BOARD AGENDA ITEM

Name of Contributor: Lisa Cline

Date of Meeting: February 15, 2017

STUDY SESSION \_\_\_\_\_

CLOSED SESSION \_\_\_\_\_

SECTION A-I: PRELIMINARY \_\_\_\_\_

SECTION A-II: REPORTS \_\_\_\_\_

SECTION B: HEARINGS \_\_\_\_\_

SECTION C: CONSENT AGENDA \_\_\_\_\_ Agreement Category:

\_\_\_\_\_ Academic

\_\_\_\_\_ Enrichment

\_\_\_\_\_ Special Education

\_\_\_\_\_ Support Services

\_\_\_\_\_ Personnel

\_\_\_\_\_ Legal

\_\_\_\_\_ Facilities

SECTION D: ACTION \_\_\_\_\_

SECTION F: BOARD POLICIES 1<sup>ST</sup> Reading   X   2<sup>ND</sup> Reading \_\_\_\_\_

## Reimbursement for Teacher Substitute at Rio School District (Cline)

Board of Trustees member Denis O’Leary, a classroom teacher at Rio Elementary School District, attended the 2016 Unity Conference in San Diego on September 8 & 9, 2016.

A teacher substitute fulfilled Mr. O’Leary’s teaching assignment in Rio on those dates, and Rio School District has requested reimbursement for the substitute costs of \$265.49.

Education Code Section 44987.3 (d) stipulates “*Following the school district’s payment of the employee for such leave of absence, the school district shall be reimbursed by the board, commission, committee, or group which the employee serves for the compensation paid to the employee’s substitute and for actual administrative costs related to the leave of absence granted to the employee under this section, upon written request for such reimbursement by the school district.*”

### **FISCAL IMPACT**

Reimbursement is requested in the amount of \$265.49 to be paid from the General Fund.

### **RECOMMENDATION**

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services, that the Board of Trustees approve reimbursement to Rio School District as stipulated by Education Code Section 44987.3.

### **ADDITIONAL MATERIAL**

Attached: None.

OSD BOARD AGENDA ITEM

Name of Contributor: Dr. Cesar Morales

Date of Meeting: February 15, 2017

- A. Preliminary: \_\_\_\_\_  
Study Session: \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda \_\_\_\_\_ Agreement Category:  
\_\_\_\_ Academic  
\_\_\_\_ Enrichment  
\_\_\_\_ Special Education  
\_\_\_\_ Support Services  
\_\_\_\_ Personnel  
\_\_\_\_ Legal  
\_\_\_\_ Facilities
- D. Action Items \_\_\_\_\_ X
- E. Report/Discussion Items (no action) \_\_\_\_\_
- F. Board Policies 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**2017 CSBA Delegate Assembly Election**

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An opportunity is presented for the Board of Trustees to consider whether or not it wishes to vote on representatives to fill two (2) vacancies in the CSBA's Delegate Assembly, Subregion 11B (Ventura County). An original ballot must be signed and postmarked by the Post Office no later than Wednesday, March 15, 2017. The Delegates will serve two-year terms beginning April 1, 2017 through March 31, 2019. The following individuals are listed on the ballot:

- William Daniels (Simi Valley USD)
- Denis O'Leary (Oxnard SD)
- Kelsey Stewart (Santa Paula USD)
- Christina (Tina) Urias (Santa Paula USD)\*
- John Walker (Ventura USD)\*

\*denotes incumbent

**FISCAL IMPACT:** None

**RECOMMENDATION:**

It is recommended that the Board of Trustees consider whether or not it wishes to vote for two representatives and have administration submit the official ballot on behalf of the Board of Trustees.

**ADDITIONAL MATERIALS:**

- Memo from CSBA President Susan Henry
- Copy of ballot to be signed by Superintendent or Board Clerk
- Copies of each candidate's CSBA 2016 Delegate Assembly Biographical Sketch Form



***TIME SENSITIVE, REQUIRES BOARD ACTION  
DEADLINE Wednesday, March 15, 2017***

January 31, 2017

**MEMORANDUM**

To: All Board Presidents and Superintendents  
CSBA Member Boards of Education

From: Susan Henry, President

Re: 2017 CSBA Delegate Assembly Election  
U.S. Postmark Deadline – Wednesday, March 15, 2017

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Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Wednesday, March 15, 2017. No exceptions are allowed.**

Election results will be posted on CSBA’s web site no later than Monday, April 3. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019. The next meeting of the Delegate Assembly is on Saturday, May 20 – Sunday, May 21 at the Hyatt Regency in Sacramento.

Please do not hesitate to the Executive Office at (800) 266-3382 should you have any questions. Thank you.

**REQUIRES BOARD ACTION**

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **WEDNESDAY, MARCH 15, 2017**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2017 DELEGATE ASSEMBLY BALLOT  
SUBREGION 11-B  
(Ventura County)

Number of vacancies: 2 (Vote for no more than 2 candidates)

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*Delegates will serve two-year terms beginning April 1, 2017 – March 31, 2019*

*\*denotes incumbent*

- William Daniels (Simi Valley USD)
- Denis O'Leary (Oxnard SD)
- Kelsey Stewart (Santa Paula USD)
- Christina (Tina) Urias (Santa Paula USD)\*
- John Walker (Ventura USD)\*

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*Provision for Write-in Candidate Name*

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*School District*

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*Signature of Superintendent or Board Clerk*

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*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

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**Region 11 – Suzanne Kitchens, Director (Pleasant Valley SD)**  
**9 Delegates (9 elected)**

**Below is a list of all the current Delegates from this Region.**

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**Subregion A**

Jack C. Garvin (Santa Maria Joint Union HSD), term expires 2018  
Vacant, term expires 2017

**Subregion B**

John Anderson (Conjeo Valley USD), term expires 2018  
Greg Barker (Moorpark USD), term expires 2018  
Vianey Lopez (Hueneme ESD), term expires 2018  
Christina (Tina) Urias (Santa Paula USD), term expires 2017  
John Walker (Ventura USD), term expires 2017  
Vacant, term expires 2018

**County Delegate**

Mark Lisagor (Ventura COE), term expires 2017

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**Counties**

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Santa Barbara (Subregion A)  
Ventura (Subregion B)



2017 Delegate Assembly Candidate Biographical Sketch Form

DUE: Saturday, January 7, 2017

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: [nominations@csba.org](mailto:nominations@csba.org).

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Name: <u>WILLIAM DANIELS</u>	CSBA Region-subregion #: <u>11-B</u>
District or COE Name: <u>SIMI VALLEY USD</u>	Years on board: <u>2</u>
Profession: <u>POLICE OFFICER</u> Contact Number: <u>(805) 377-1848</u>	E-mail: <u>william.daniels@simivalleyusd.org</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? <u>—</u>	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

IN MY FIRST TWO YEARS ON THE SCHOOL BOARD, I HAVE BEEN VERY INVOLVED IN IMPLEMENTING POSITIVE CHANGE IN THE WAY BUSINESS HAS BEEN CONDUCTED. I HAVE ALSO BEEN INVOLVED IN CHANGING THE PUBLIC PERCEPTION OF THE SCHOOL DISTRICT. I BELIEVE THE CITIZENS AND BUSINESSES OF SIMI VALLEY APPRECIATE THE WAY THE DISTRICT HAS CHANGED OVER THE PAST TWO YEARS, WHICH IS EVIDENT BY THEM PASSING A SCHOOL BOND IN NOV. 2016. SUCCESS HAS NOT COME EASY AND HAS REQUIRED A LOT OF HARD WORK & DEDICATION FROM ALL. IT IS MY GOAL TO UTILIZE THE SAME HARD WORK & DEDICATION TO BRING CHANGE AT THE STATE LEVEL TO BETTER SERVE ALL DISTRICTS IN CALIFORNIA.

Please describe your activities and involvement on your local board, community, and/or CSBA.

AS PREVIOUSLY STATED, I HAVE BEEN A VERY ACTIVE BOARD MEMBER DURING MY FIRST TWO YEARS. FOR THE PAST 28 YEARS, I HAVE BEEN A POLICE OFFICER SERVING THE RESIDENTS & BUSINESSES OF SIMI VALLEY. IN MY ROLE AS A POLICE OFFICER AND UNION LEADER, I HAVE BEEN INVOLVED WITH SEVERAL NON PROFIT GROUPS IN TOWN.

IN DECEMBER 2016, I ATTENDED MY THIRD CSBA CONFERENCE.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

I BELIEVE ONE OF THE LARGEST CHALLENGES FACING PUBLIC EDUCATION IN CALIFORNIA IS ENSURING THE STATE ALLOCATES ENOUGH FINANCIAL RESOURCES TO ALLOW CHILDREN IN OUR STATE THE BEST POSSIBLE EDUCATIONAL EXPERIENCE. I BELIEVE CSBA NEEDS TO CONTINUE TO DEVELOP POSITIVE WORKING RELATIONSHIPS WITH STATE LEGISLATORS TO ENSURE EDUCATION REMAINS A PRIORITY AND IS PROPERLY FUNDED.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: [Signature] Date: 12/6/16



## 2017 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Saturday, January 7, 2017**

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: [nominations@csba.org](mailto:nominations@csba.org).

Please complete, sign and date this required one-page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one-page candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office. Late submissions will not be accepted. If you have any questions, please contact the Executive Office at (800) 266-3382.

Name: <u>Mr. Denis O'Leary</u>	CSBA Region-subregion #: <u>11.B</u>
District or COE Name: <u>Oxnard School District</u>	Years on board: <u>13</u>
Profession: <u>Trustee</u> Contact Number: <u>805-407-1987</u>	E-mail: <u>doleary@oxnardsd.org</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I want to help promote education and support laws and policies that will advance California's students. I have advocated for students', parents and our education system for 30 years. I have addressed these issues to local, state, federal and international venues.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I have been a Trustee for 13 years. I have also led our regional CABA region as President and have been District director of LULAC. A teacher for 27 years. I have advocated for immigrant and bilingual students. I have lead local actions including a resolution to correct a Geneva Convention violation between Mexico and the Ventura County Sheriffs Department.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

In nation elections which will advance the privatization of schools and the anti-immigrant rants are a direct attack on California's progressive education system. I can bring an experienced voice to protect our students.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

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

Date: January 5, 2017

## 2017 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Saturday, January 7, 2017**

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Name: <u>Kelsey Stewart</u>	CSBA Region-subregion #: <u>11 B</u>
District or COE Name: <u>Santa Paula Unified SD</u>	Years on board: <u>4</u>
Profession: <u>Author</u>	Contact Number: <u>805-204-7810</u>
E-mail: <u>kstewart@santapaulaunified.org</u>	
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? _____	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I would like to become a Delegate to ensure the interests and innovative ideas of all governing boards in Region 11B are represented at the state level through CSBA. We are the largest governing body in the State of California and have an opportunity, as well as an obligation, to enhance the education of millions of students through our local school boards and their practices within their communities. Region 11B is also a community and I believe we can all work together to help our students achieve greatness in Ventura County.

My background in management boasts excellent communication, organization, problem solving and leadership qualities while my experience in unifying two school districts has enhanced my knowledge of policies, procedures, personnel, collective bargaining, setting direction and governance at a local level.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

Since being elected in 2012, I have served as the Board Representative to VCOE, SPUSD Board Clerk, Board Vice President and was recently elected President to lead our new governance team in the coming year. I served as the Secretary for Citizens for Measure T Executive Committee while running my own campaign for school board, both contests were successful. I have volunteered for many sports activities and book fairs at our local campuses, Little League International in Santa Paula and served on multiple committees for local Boy Scouts of America in Ventura County.

I obtained my Masters in Governance through CSBA in 2014 and have strived to practice what I learned through those courses in my home district

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

One of the biggest challenges we face as governing boards is the constant battle of college preparedness vs CTE learning as well as the demise of life long skills taught in the classroom. Not every student is college bound and should be afforded an education experience that fosters and stimulates their desire to learn.

With an immense and intense focus on technology the past two decades I believe we, as educators, have neglected to recognize the importance of life skills that used to be standard in public education. I would like to see an emphasis in hands-on curriculum such as wood working, automotive, cooking, sewing and art/design so we can offer well rounded courses that will teach our students how to prepare for life, not just higher education.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: 

Date: 1-3-2017

## 2017 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Saturday, January 7, 2017**

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Name: <u>Christina "Tina" Urias</u>	CSBA Region-subregion #: <u>11-B</u>
District or COE Name: <u>Santa Paula Unified</u>	Years on board: <u>14</u>
Profession: <u>Workers Compensation Consultant</u> Contact Number: <u>805.794.6136</u>	E-mail: <u>curias@santapaulaunified.org</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>8</u>	

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

Being a delegate is an exciting opportunity to receive thorough information at the front end and share it with other board members. Also, it is a way a school board member can be part of positive change especially when we break into small groups at delegate assembly and make recommendations to CSBA.

I am an active delegate having served on the nominating, linked learning, and planning committees for the annual education conference. Each committee has broadened my scope of activities CSBA has to offer and to see what talented people we have on our school boards across California and within CSBA. I enjoy collaborating with others to make public schools stronger.

Additionally, my involvement as a delegate has enabled me to validate four Golden Bell schools. As a validator, one sees firsthand the accomplishments of our local schools' programs and how their success can be duplicated in one's own district.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I am the current president of the Ventura County School Board Association. Prior to becoming president, I served as 1st vice president of programs for one year and as secretary of the association for two years. I am a Masters of Governance graduate twice (2005 and 2015). I've been president of my local school board in 2005, 2010, and in 2013, the first year our district became unified. I am a member of the Ventura County Women's Political Council, a multi-partisan organization whose objective is to achieve quality for all women. I am also a member of the Santa Paula Latino Town Hall (SPLTH), a non-profit community group. SPLTH provides financial assistance and leadership to the local schools in the form of youth empowered seminars teaching students how to succeed in school and have a powerful influence in the community. Recently, I have been asked by my area community college trustee to participate on the search committee for a new Ventura County Community College District Chancellor. I look forward to this intensive process which will help meet the needs of our students and community.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Governance issues are a challenge for many school boards. The reason we have 3, 5, or 7 board members is to bring multiple viewpoints to confront issues. However, what happens many times is that our differences impede progress rather than broaden it. Boards need to establish and maintain an effective superintendent/board model. Clear definition of the role of the board member versus the role of the superintendent ensures a positive working relationship benefiting staff, students, families, and community.

CSBA provides a plethora of resources including the masters of governance training series plus workshops at the annual conference. But I think boards need to use CSBA more and call on CSBA's experts (many of whom are prior board members) to do board training in the district with regular follow-up. Not only is it vital boards speak with a common unified voice but also that boards act like it as well.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Christina Urias

Date: January 5, 2017

## 2017 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Saturday, January 7, 2017**

Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691 | fax: (916) 371-3407 | or email: [nominations@csba.org](mailto:nominations@csba.org).

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Name: <u>John Walker</u>	CSBA Region-subregion #: <u>11B</u>
District or COE Name: <u>Ventura Unified School District</u>	Years on board: <u>27</u>
Profession: <u>Retired</u>	Contact Number: <u>805-844-2456</u>
	E-mail: <u>johnwalker@sbcglobal.net</u>
Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>16</u>	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

While I have served many years, it is my desire to continue to serve my community and country in the way I have always believed. Being a USMC veteran I am endowed with the belief that we should serve, it is our duty and our responsibility. As a long time board member, I have learned that the way things are achieved are through collaboration with fellow board members. This is true in my experience working in our county board association, delegate assembly and my service on the CSBA Board of Directors. I have a strong business background, having retired from a national telecommunications firm as well as my experience working in a local school district for the past 12 years. I have an appreciation for both the public and private sector, understanding they each have different roles and objectives. During my 16 years serving as a delegate, I have not missed a single meeting. It has been my priority. Finally, my collaborative style of interaction, a background in business and education, have equipped me to continue to serve delegate assembly well.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I have been involved in my local district and CSBA in many ways. Locally, I have been involved with bond/parcel tax campaigns, parent committees, long range planning committees, city/district liaison efforts, civic engagements, and many other areas that provide for a balanced background. I have served as president and in other officer positions in the Ventura County School Boards Association. Involvement in my community include, Volunteer Police Officer, Kiwanas of Ventura, Military Honor Guard, Past PTA President, Ventura Chamber of Commerce, Vietnam Veterans of Ventura County, Commissioner on the County Commission on Children and Families, Native American Intertribal Association of Ventura County and the Ventura County Workforce Development Board-Youth Council. Activities at the CSBA level include Delegate Assembly, CSBA Board of Directors, Governmental Relations Chair, Legislative network, Policy Platform Committee, Budget and Audit Committees, Annual Conference Planning Committee, CSBA Executive Director Recruitment Committee and CSBA representative to the CIF Federated Council.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

There are several serious challenges facing governing boards in California. First of all there is the pending financial strains that are looming due to state budget issues and the shortfalls in STRS/PERS. This budget item will be one of the fastest growing line items facing boards. CSBA has been working hard to keep boards up to date on this major issue. Equally important is the linkage between the LCAP and LCFF, insuring boards are meeting state expectations for outcomes. CSBA needs to continue to keep us informed and provide learning opportunities as available. At the same time board members need to be involved in directing CSBA efforts to simplify the LCAP process as well as continuing to lobby for a equitable LCFF budget.

I would appreciate your vote!

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: John Walker

Date: January 4, 2017

# John B. Walker

358 Ford Avenue ♦ Ventura, CA 93003 ♦ 805-844-2456 ♦ johnbwalker@sbcglobal.net

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Region 11B  
Ventura Unified School District  
ADA: 17,500

## Professional Experience

- Verizon Communications 34 years, retiring as General Manager
- Retired Director of Human Resources/Risk Management (12 years) for the Ojai Unified School District

## CSBA Activities/Experience

- CSBA Governmental Relations Chair
- CSBA Legislative Network
- CSBA Delegate Assembly
- CSBA Policy Platform Committee
- CSBA Budget Committee
- CSBA AEC Committee
- CSBA Board of Directors (seven years)

## Local School District Activities

- Board Member since 1989, serving as Board President six times
- City of Ventura/Ventura USD Long Range Executive Planning Committee
- Board/City Liaison Executive Committee
- Bond oversight committee
- County committee on school district organization
- Past President, Ventura County School Board's Association
- CIF Federated Council Member
- District ELAC board representative (past six years)

## Education

- Masters in Business Administration (MBA), Pepperdine University, Malibu, CA
- Bachelor of Science in Economics, California State University, Long Beach, CA

## Credentials

- California Community College Lifetime Teaching Credential
- California Certified Tax Preparer License

## Community Activities

- Commissioner, Ventura County Commission on Children and Families
- Volunteer Police Officer (VIP program, Ventura PD)
- Vietnam Veterans of Ventura County - Secretary
- Kiwanis Active Member
- First Memorial Honor Guard Active Member (military funerals)
- Ventura County Workforce Development Board – Youth Council
- Past PTA President (twice)
- Native American Intertribal Association of Ventura County (CA Indian Education Center)
- Board of Directors, American Red Cross of Ventura County
- Industry Education Council of California – Blue Ribbon Committee on Technology
- Board of Directors, Hope in the City (San Diego based Community Development Program)
- Greater Ventura Chamber of Commerce

## Professional and Individual Recognition

- CTA California Distinguished School Board Member of the Year - Gold Coast Region (1997 & 2006)
- Verizon Individual Excellence Award for Innovation
- Verizon Presidential Leadership Award
- Verizon Citizen of the Year – California Region
- California PTA Honorary Life Service Award
- Recipient, National Freedom's Foundation, Meritorious Military Honoree
- USMC Marine of the Year – 2<sup>nd</sup> MarDiv

## Personal

Married, two adult married daughters. Spouse is retired Elementary School Office Manager and one daughter is Superintendent, Hueneme School District. Daughter number two is financial analyst with Verizon.

**BOARD AGENDA ITEM**

Name of Contributor: Dr. Cesar Morales

Date of Meeting: February 15, 2017

- STUDY SESSION \_\_\_\_\_
- CLOSED SESSION \_\_\_\_\_
- SECTION A-I: PRELIMINARY \_\_\_\_\_
- SECTION A-II: REPORTS \_\_\_\_\_
- SECTION B: HEARINGS \_\_\_\_\_
- SECTION C: CONSENT AGENDA \_\_\_\_\_

Agreement Category:

- \_\_\_\_\_ Academic
- \_\_\_\_\_ Enrichment
- \_\_\_\_\_ Special Education
- \_\_\_\_\_ Support Services
- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Legal
- \_\_\_\_\_ Facilities

SECTION D: ACTION \_\_\_\_\_ X

SECTION F: BOARD POLICIES 1<sup>ST</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

***Consider Adopting Resolution No 16-24, A Resolution of the Board of Trustees of the Oxnard School District Authorizing the Sale and Issuance of Not to Exceed \$81,000,000 Aggregate Principal Amount of Oxnard School District General Obligation Bonds, Election of 2016, Series A, and Consider Review and Approval of the Preliminary Official Statement, Bond Purchase Agreement and Related Documents (Morales/Cline/CFW)***

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On November 8, 2016, voters within the Oxnard School District approved Measure D, authorizing the issuance of general obligations bonds in the aggregate principal amount up to \$142,500,000. The intent of Measure D is to acquire, construct and modernize additional classrooms and support facilities to reduce overcrowding, replace portable classrooms and older schools with new permanent facilities, increase student access to computers and modern classroom technology and to improve student safety.

The District wishes to initiate proceedings for the issuance of an initial series of bonds in a principal amount not to exceed \$81,000,000 (Election of 2016, Series A). After the issuance of the bonds, the principal amount of \$61,500,000 of Measure D authorization will be unused and available for issuance at a future date.

Pursuant to the estimates provided to voters, the projected future tax rates do not exceed the combined bond tax rate in effect at the time that the Board called the election. The ability to issue these bonds without exceeding the prior tax rate is attributable to future tax revenues becoming available as prior bonds, including the election of 1998 bonds, are paid off.

**FISCAL IMPACT**

There would no fiscal impact to the District’s General Fund. A portion of the proceeds of the sale would be used to pay the cost of issuance, underwriter’s discount, bond insurance (if economically beneficial) and to fund a capitalized interest fund.

**RECOMMENDATION**

It is the recommendation of the Superintendent and the Deputy Superintendent, Business & Fiscal Services, in consultation with CFW, the Board approve the resolution and related documents that will allow for the execution of the Election of 2016, Series A, General Obligation Bonds.

**ADDITIONAL MATERIAL**

- Attached: Resolution No 16-24 (31 pages)
- Preliminary Official Statement (86 pages)
- Bond Purchase Agreement (16 pages)

**OXNARD SCHOOL DISTRICT**

**RESOLUTION NO. 16-24**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE OXNARD SCHOOL DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, ELECTION OF 2016, SERIES A, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$81,000,000 AND APPROVING RELATED DOCUMENTS AND ACTIONS**

**WHEREAS**, an election was duly and regularly held in the Oxnard School District (the "District") on November 8, 2016, in accordance with Section 1(b)(3) of Article XIII A of the California Constitution, for the purpose of submitting Measure D (the "Bond Measure") to the qualified electors of the District authorizing the issuance of general obligation bonds in the aggregate principal amount of \$142,500,000 (the "Bonds"), and the requisite 55% of the votes cast were in favor of the issuance of the Bonds; and

**WHEREAS**, the abbreviated form of the Bond Measure is:

*"To acquire, construct and modernize additional classrooms and support facilities to reduce overcrowding, replace portable classrooms and older schools with new permanent facilities, increase student access to computers and modern classroom technology, improve student safety, reduce operating costs and qualify to receive State funds, shall Oxnard School District be authorized to issue up to \$142,500,000 in bonds at legal interest rates, with an independent Citizens' Oversight Committee, annual audits, and no money for administrator salaries?"; and*

**WHEREAS**, the Board is authorized to provide for the issuance and sale of any series of Bonds under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Bond Law"); and

**WHEREAS**, the District wishes at this time to initiate proceedings for the issuance of an initial series of Bonds under the Bond Law in the aggregate principal amount of not-to-exceed \$81,000,000 to be designated "Oxnard School District (Ventura County, California) General Obligation Bonds, Election of 2016, Series A" (the "Series A Bonds") as provided in this Resolution for the purpose of providing financing for projects which are authorized under the Bond Measure; and

**WHEREAS**, as required by Education Code Section 15268, the Series A Bonds shall be issued only in a principal amount that does not cause the District to exceed applicable bonding capacity limitations, taking into account any waivers that have been granted by the California State Department of Education; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Oxnard School District as follows:



# ARTICLE I

## DEFINITIONS; AUTHORITY

SECTION 1.01. *Definitions.* The terms defined in this Section 1.01, as used and capitalized herein, shall, for all purposes of this Resolution, have the meanings given them below, unless the context clearly requires some other meaning.

“Authorized Investments” means the County Investment Pool, the Local Agency Investment Fund, any investments authorized pursuant to Sections 53601 and 53635 of the California Government Code, provided that said investments are part of the County treasury, in accordance with Education Code Section 15146(g). The County Treasurer shall assume no responsibility in the reporting, reconciling and monitoring in the investment of proceeds related to the Series A Bonds.

“Board” means the Board of Trustees of the District.

“Bond Counsel” means (a) the firm of Jones Hall, A Professional Law Corporation, or (b) any other attorney or firm of attorneys nationally recognized for expertise in rendering opinions as to the legality and tax-exempt status of securities issued by public entities.

“Bond Law” means Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53506 of said Code, as in effect on the date of adoption hereof and as amended hereafter.

“Bond Measure” means the measure known as Measure D submitted to and approved by the requisite 55% of the voters on November 8, 2016, under which the issuance of the Bonds has been authorized.

“Bond Purchase Agreement” means the Bond Purchase Agreement between the District and the Underwriter, under which the Underwriter agrees to purchase the Series A Bonds and pay the purchase price therefor.

“Building Fund” means the fund established and held under Section 3.03.

“Closing Date” means the date upon which there is a delivery of the Series A Bonds in exchange for the amount representing the purchase price of the Series A Bonds by the Underwriter.

“Continuing Disclosure Certificate” means the Continuing Disclosure Certificate which is executed and delivered by a District Representative on the Closing Date.

“Costs of Issuance” means all items of expense directly or indirectly payable by or reimbursable to the District and related to the authorization, issuance, sale and delivery of the Series A Bonds, including but not limited to the costs of preparation and reproduction of documents, printing expenses, filing and recording fees, initial fees and charges of the Paying Agent and its counsel, legal fees and charges, fees and disbursements of consultants and professionals, rating agency fees and any other cost, charge or fee in connection with the original issuance and sale of the Series A Bonds.

“County” means County of Ventura, California, a political subdivision of the State of California, duly organized and existing under the Constitution and laws of the State of California.

“County Treasurer” means the Ventura County Treasurer-Tax Collector, or any authorized deputy or designee thereof.

“Debt Service Fund” means the account established and held by the County Treasurer under Section 4.02.

“Depository” means (a) initially, DTC, and (b) any other Securities Depository acting as Depository under Section 2.09.

“Depository System Participant” means any participant in the Depository’s book-entry system.

“District” means the Oxnard School District, a unified school district organized under the Constitution and laws of the State of California, and any successor thereto.

“District Representative” means the President of the Board, the Superintendent, the Deputy Superintendent, Business and Fiscal Services, and such any of such officer’s written designees, and any other person authorized by resolution of the Board of Trustees of the District to act on behalf of the District with respect to this Resolution and the Series A Bonds.

“DTC” means The Depository Trust Company, Jersey City, New Jersey, and its successors and assigns.

“Education Code” means the Education Code of the State of California, as in effect on the Closing Date or as thereafter amended from time to time.

“Federal Securities” means United States Treasury notes, bonds, bills or certificates of indebtedness, or any other obligations the timely payment of which is directly or indirectly guaranteed by the faith and credit of the United States of America.

“Interest Payment Dates” with respect to any Series A Bond, means February 1 and August 1 in each year during the term of such Series A Bond, commencing on the date set forth in the Bond Purchase Agreement, provided, however, that such interest payment dates are subject to modification as provided in the Bond Purchase Agreement.

“Office” means the office or offices of the Paying Agent for the payment of the Series A Bonds and the administration of its duties hereunder. The Paying Agent may designate and re-designate the Office from time to time by written notice filed with the County Treasurer and the District.

“Outstanding,” when used as of any particular time with reference to Series A Bonds, means all Series A Bonds except: (a) Series A Bonds theretofore canceled by the Paying Agent or surrendered to the Paying Agent for cancellation; (b) Series A Bonds paid or deemed to have been paid within the meaning of Section 9.02; and (c)

Series A Bonds in lieu of or in substitution for which other Series A Bonds have been authorized, executed, issued and delivered by the District under this Resolution.

“Owner”, whenever used herein with respect to a Series A Bond, means the person in whose name the ownership of such Series A Bond is registered on the Registration Books.

“Paying Agent” means any bank, trust company, national banking association or other financial institution appointed as paying agent for the Series A Bonds in the manner provided in Article VI of this Resolution.

“Record Date” means the 15<sup>th</sup> day of the month preceding an Interest Payment Date, whether or not such day is a business day.

“Registration Books” means the records maintained by the Paying Agent for the registration of ownership and registration of transfer of the Series A Bonds under Section 2.08.

“Resolution” means this Resolution, as originally adopted by the Board and including all amendments hereto and supplements hereof which are duly adopted by the Board from time to time in accordance herewith.

“Securities Depositories” means DTC, and, in accordance with then current guidelines of the Securities and Exchange Commission, such other addresses and/or such other securities depositories as the District may designate in a Written Request of the District delivered to the Paying Agent.

“Series A Bonds” means the not-to-exceed \$81,000,000 aggregate principal amount of Oxnard School District (Ventura County, California) General Obligation Bonds, Election of 2016, Series A, issued and at any time Outstanding under this Resolution.

“Tax Code” means the Internal Revenue Code of 1986 as in effect on the Closing Date or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the Closing Date, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance published, under said Code.

“Underwriter” means Stifel, Nicolaus & Company, Incorporated, as underwriter of the Series A Bonds upon the negotiated sale thereof, as designated pursuant to Section 3.01.

“Waiver” means any waiver of statutory bonding capacity limitations that the District has applied to the State Board of Education, and which has thereafter been granted.

“Written Certificate of the District” means an instrument in writing signed by a District Representative or by any other officer of the District duly authorized by the District and listed on a Written Request of the District for that purpose.

SECTION 1.02. *Interpretation.*

(a) Unless the context otherwise indicates, words expressed in the singular include the plural and vice versa and the use of the neuter, masculine, or feminine gender is for convenience only and include the neuter, masculine or feminine gender, as appropriate.

(b) Headings of articles and sections herein and the table of contents hereof are solely for convenience of reference, do not constitute a part hereof and shall not affect the meaning, construction or effect hereof.

(c) All references herein to "Articles," "Sections" and other subdivisions are to the corresponding Articles, Sections or subdivisions of this Resolution; the words "herein," "hereof," "hereby," "hereunder" and other words of similar import refer to this Resolution as a whole and not to any particular Article, Section or subdivision hereof.

SECTION 1.03. *Authority for this Resolution; Findings.* This Resolution is entered into under the provisions of the Bond Law. The Board hereby certifies that all of the things, conditions and acts required to exist, to have happened or to have been performed precedent to and in the issuance of the Series A Bonds do exist, have happened or have been performed in due and regular time and manner as required by the laws of the State of California, and that the amount of the Series A Bonds, together with all other indebtedness of the District, does not exceed any limit prescribed by any laws of the State of California, which may take into consideration a Waiver, if any.

## **ARTICLE II**

### **THE SERIES A BONDS**

SECTION 2.01. *Authorization.* The Board hereby authorizes the issuance of the Series A Bonds in the aggregate principal amount not-to-exceed \$81,000,000 under and subject to the terms of Article XIII A, Section 1 paragraph (b) of the California Constitution, the Bond Law and this Resolution, for the purpose of raising money for the acquisition or improvement of educational facilities in accordance with the Bond Measure and to pay Costs of Issuance. This Resolution constitutes a continuing agreement between the District and the Owners of all of the Series A Bonds issued or to be issued hereunder and then Outstanding to secure the full and final payment of principal thereof and interest on all Series A Bonds, subject to the covenants, agreements, provisions and conditions herein contained. The Series A Bonds shall be designated the "Oxnard School District (Ventura County, California) General Obligation Bonds, Election of 2016, Series A", together with any other designations identified in the Bond Purchase Agreement which will assist in appropriately identifying the Series A Bonds.

SECTION 2.02. *Terms of Series A Bonds.*

(a) Terms of Series A Bonds. The Series A Bonds will be issued as fully registered bonds, without coupons, in the denomination of \$5,000 each or any integral multiple thereof, but in an amount not to exceed the aggregate principal amount of Series A Bonds maturing in the year of maturity of the Series A Bond for which the

denomination is specified. Series A Bonds will be lettered and numbered as the Paying Agent may prescribe. The Series A Bonds will be dated as of the Closing Date.

Interest on the Series A Bonds is payable semiannually on each Interest Payment Date. Each Series A Bond will bear interest from the Interest Payment Date next preceding the date of registration and authentication thereof unless (i) it is authenticated as of an Interest Payment Date, in which event it will bear interest from such date, or (ii) it is authenticated prior to an Interest Payment Date and after the close of business on the Record Date preceding such Interest Payment Date, in which event it will bear interest from such Interest Payment Date, or (iii) it is authenticated prior to the first Record Date, in which event it will bear interest from the Closing Date. Notwithstanding the foregoing, if interest on any Series A Bond is in default at the time of authentication thereof, such Series A Bond will bear interest from the Interest Payment Date to which interest has previously been paid or made available for payment thereon.

(b) Maturities; Basis of Interest Calculation. The Series A Bonds will mature on August 1 (unless otherwise provided in the Bond Purchase Agreement) in the years and in the amounts, and will bear interest at the rates, as determined upon the sale thereof, which may include step-up coupons which may be identified in the Bond Purchase Agreement. The final maturity of the Series A Bonds will be not more than the maximum term permitted under the Bond Law, provided that if the final maturity exceeds 30 years from the Closing Date, a District Representative familiar with the project is authorized to certify that the useful life of the project to be financed with the proceeds of the Series A Bonds exceeds the final maturity of the Series A Bonds. Interest on the Series A Bonds will be calculated on the basis of a 360-day year comprised of twelve 30-day months.

(c) CUSIP Identification Numbers. CUSIP identification numbers will be imprinted on the Series A Bonds, but such numbers do not constitute a part of the contract evidenced by the Series A Bonds and any error or omission with respect thereto will not constitute cause for refusal of any purchaser to accept delivery of and pay for the Series A Bonds. In addition, failure on the part of the District to use such CUSIP numbers in any notice to Owners of the Series A Bonds will not constitute an event of default or any violation of the District's contract with such Owners and will not impair the effectiveness of any such notice.

(d) Payment. Interest on the Series A Bonds (including the final interest payment upon maturity or redemption) is payable by check, draft or wire of the Paying Agent mailed to the Owner thereof (which will be DTC so long as the Series A Bonds are held in the book-entry system of DTC) at such Owner's address as it appears on the Registration Books at the close of business on the preceding Record Date; except that at the written request of the Owner of at least \$1,000,000 aggregate principal amount of the Series A Bonds, which written request is on file with the Paying Agent as of any Record Date, interest on such Series A Bonds will be paid on the succeeding Interest Payment Date to such account as will be specified in such written request. Principal of the Series A Bonds is payable in lawful money of the United States of America upon presentation and surrender at the Office of the Paying Agent.

(e) Provisions of Bond Purchase Agreement to Control. Notwithstanding the foregoing provisions of this Section and the following provisions of Section 2.03, any of the terms of the Series A Bonds may be established or modified under the Bond Purchase Agreement. In the event of a conflict or inconsistency between this Resolution

and the Bond Purchase Agreement relating to the terms of the Series A Bonds, the provisions of the Bond Purchase Agreement will be controlling.

SECTION 2.03. *Redemption of Series A Bonds.*

(a) Optional Redemption Dates and Prices. The Series A Bonds are subject to redemption prior to maturity, at the option of the District, in whole or in part among maturities on such basis as designated by the District and by lot within a maturity, from any available source of funds, on the dates and at the respective redemption prices as set forth in the Bond Purchase Agreement.

(b) Mandatory Sinking Fund Redemption. If the Bond Purchase Agreement specifies that any one or more maturities of the Series A Bonds are term bonds which are subject to mandatory sinking fund redemption, each such maturity of Series A Bonds shall be subject to such mandatory sinking fund redemption on August 1 (unless otherwise provided in the Bond Purchase Agreement) in each of the years and in the respective principal amounts as set forth in the Bond Purchase Agreement, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption. If any such term bonds are redeemed under the provisions of the preceding clause (a), the total amount of all future payments under this subsection (b) with respect to such term bonds shall be reduced by the aggregate principal amount of such term bonds so redeemed, to be allocated among such payments on a pro rata basis in integral multiples of \$5,000 (or on such other basis as the District may determine) as set forth in written notice given by the District to the Paying Agent.

(c) Selection of Series A Bonds for Redemption. Whenever less than all of the Outstanding Series A Bonds of any one maturity are designated for redemption, the Paying Agent shall select the Outstanding Series A Bonds of such maturity to be redeemed by lot in any manner deemed fair by the Paying Agent. For purposes of such selection, each Series A Bond will be deemed to consist of individual bonds of \$5,000 principal amount portions. The Series A Bonds may all be separately redeemed.

(d) Redemption Procedure. The Paying Agent will cause notice of any redemption to be mailed, first class mail, postage prepaid, at least 30 days but not more than 60 days prior to the date fixed for redemption, to the respective Owners of any Series A Bonds designated for redemption, at their addresses appearing on the Registration Books. Such notice may be a conditional notice of redemption and subject to rescission as set forth in (e) below. Such mailing is not a condition precedent to such redemption and the failure to mail or to receive any such notice will not affect the validity of the proceedings for the redemption of such Series A Bonds. In addition, the Paying Agent will give notice of redemption by telecopy or certified, registered or overnight mail to the Municipal Securities Rulemaking Board and each of the Securities Depositories at least two days prior to such mailing to the Series A Bond Owners.

Such notice shall state the redemption date and the redemption price and, if less than all of the then Outstanding Series A Bonds are to be called for redemption, shall designate the serial numbers of the Series A Bonds to be redeemed by giving the individual number of each Series A Bond or by stating that all Series A Bonds between two stated numbers, both inclusive, or by stating that all of the Series A Bonds of one or more maturities have been called for redemption, and shall require that such Series A

Bonds be then surrendered at the Office of the Paying Agent for redemption at the said redemption price, giving notice also that further interest on such Series A Bonds will not accrue from and after the redemption date.

Upon surrender of Series A Bonds redeemed in part only, the District shall execute and the Paying Agent shall authenticate and deliver to the Owner, at the expense of the District, a new Series A Bond or Bonds, of the same maturity, of authorized denominations in aggregate principal amount equal to the unredeemed portion of the Series A Bond or Bonds.

From and after the date fixed for redemption, if notice of such redemption has been duly given and funds available for the payment of the principal of and interest on the Series A Bonds so called for redemption have been duly provided, the Series A Bonds called for redemption will cease to be entitled to any benefit under this Resolution other than the right to receive payment of the redemption price, and no interest will accrue thereon on or after the redemption date specified in the notice. The Paying Agent will cancel all Series A Bonds redeemed under this Section and will furnish a certificate of cancellation to the District.

(e) Right to Rescind Notice of Redemption. The District has the right to rescind any notice of the optional redemption of Series A Bonds under subsection (a) of this Section by written notice to the Paying Agent on or prior to the date fixed for redemption. Any notice of redemption shall be cancelled and annulled if for any reason funds will not be or are not available on the date fixed for redemption for the payment in full of the Series A Bonds then called for redemption. The District and the Paying Agent shall have no liability to the Series A Bond Owners or any other party related to or arising from such rescission of redemption. The Paying Agent shall mail notice of such rescission of redemption in the same manner as the original notice of redemption was sent under subsection (c) of this Section.

SECTION 2.04. *Form of Series A Bonds.* The Series A Bonds, the form of the Paying Agent's certificate of authentication and registration and the form of assignment to appear thereon will be substantially in the forms, respectively, with necessary or appropriate variations, omissions and insertions, as permitted or required by this Resolution and the Bond Purchase Agreement, as are set forth in Appendix A attached hereto.

SECTION 2.05. *Execution of Series A Bonds.* The Series A Bonds shall be signed by the facsimile signature of the President of the Board and shall be attested by the facsimile signature of the Clerk or Secretary of the Board. Only those Series A Bonds bearing a certificate of authentication and registration in the form set forth in Appendix A attached hereto, executed and dated by the Paying Agent, shall be valid or obligatory for any purpose or entitled to the benefits of this Resolution, and such certificate of the Paying Agent is conclusive evidence that the Series A Bonds so registered have been duly authenticated, registered and delivered hereunder and are entitled to the benefits of this Resolution.

SECTION 2.06. *Transfer of Series A Bonds.* Subject to Section 2.10, any Series A Bond may, in accordance with its terms, be transferred, upon the Registration Books, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Series A Bond for cancellation at the Office at the

Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed. The District may charge a reasonable sum for each new Series A Bond issued upon any transfer.

Whenever any Series A Bond or Bonds is surrendered for transfer, the District shall execute and the Paying Agent shall authenticate and deliver a new Series A Bond or Bonds, for like aggregate principal amount. No transfers of Series A Bonds shall be required to be made (a) 15 days prior to the date established by the Paying Agent for selection of Series A Bonds for redemption or (b) with respect to a Series A Bond which has been selected for redemption.

SECTION 2.07. *Exchange of Series A Bonds.* Series A Bonds may be exchanged at the principal Office of the Paying Agent for a like aggregate principal amount of Series A Bonds of authorized denominations and of the same maturity, together with a request for exchange signed by the owner or by a person legally empowered to do so in a form satisfactory to the Paying Agent. The District may charge a reasonable sum for each new Series A Bond issued upon any exchange (except in the cases of any exchange of temporary Series A Bonds for definitive Series A Bonds). No exchange of Series A Bonds is required to be made (a) 15 days prior to the date established by the Paying Agent for selection of Series A Bonds for redemption or (b) with respect to a Series A Bond after it has been selected for redemption.

SECTION 2.08. *Registration Books.* The Paying Agent shall keep or cause to be kept sufficient books for the registration and transfer of the Series A Bonds, which shall at all times be open to inspection by the District upon reasonable notice; and, upon presentation for such purpose, the Paying Agent shall, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on said books, Series A Bonds as herein before provided.

SECTION 2.09. *Book-Entry System.* Except as provided below, DTC shall be the Owner of all of the Series A Bonds, and the Series A Bonds shall be registered in the name of Cede & Co. as nominee for DTC. The Series A Bonds shall be initially executed and delivered in the form of a single fully registered Series A Bond for each maturity date of the Series A Bonds in the full aggregate principal amount of the Series A Bonds maturing on such date. The Paying Agent and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Series A Bonds registered in its name for all purposes of this Resolution, and neither the Paying Agent nor the District shall be affected by any notice to the contrary. The Paying Agent and the District have no responsibility or obligation to any Depository System Participant, any person claiming a beneficial ownership interest in the Series A Bonds under or through DTC or a Depository System Participant, or any other person which is not shown on the register of the District as being an owner, with respect to the accuracy of any records maintained by DTC or any Depository System Participant or the payment by DTC or any Depository System Participant by DTC or any Depository System Participant of any amount in respect of the principal or interest with respect to the Series A Bonds. The District shall cause to be paid all principal and interest with respect to the Series A Bonds only to DTC, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to the principal and interest with respect to the Series A Bonds to the extent of the sum or sums so paid. Except under the conditions noted below, no person other than DTC shall receive a Series A Bond. Upon delivery by DTC to the District of written notice to the effect that DTC has determined to substitute a new



nominee in place of Cede & Co., the term “Cede & Co.” in this Resolution shall refer to such new nominee of DTC.

If the District determines that it is in the best interest of the beneficial owners that they be able to obtain Series A Bonds and delivers a written certificate to DTC and the District to that effect, DTC shall notify the Depository System Participants of the availability through DTC of Series A Bonds. In such event, the District shall issue, transfer and exchange Series A Bonds as requested by DTC and any other owners in appropriate amounts.

DTC may determine to discontinue providing its services with respect to the Series A Bonds at any time by giving notice to the District and discharging its responsibilities with respect thereto under applicable law. Under such circumstances (if there is no successor securities depository), the District shall be obligated to deliver Series A Bonds as described in this Resolution. Whenever DTC requests the District to do so, the District will cooperate with DTC in taking appropriate action after reasonable notice to (a) make available one or more separate Series A Bonds evidencing the Series A Bonds to any Depository System Participant having Series A Bonds credited to its DTC account or (b) arrange for another securities depository to maintain custody of certificates evidencing the Series A Bonds.

Notwithstanding any other provision of this Resolution to the contrary, so long as any Series A Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal and interest with respect to such Series A Bond and all notices with respect to such Series A Bond shall be made and given, respectively, to DTC as provided as in the representation letter delivered on the date of issuance of the Series A Bonds.

Section 2.10. *Transfer Under Book-Entry System: Discontinuation of Book-Entry System.* Registered ownership of the Series A Bonds, or any portion thereof, may not be transferred except as follows:

(i) To any successor of Cede & Co., as nominee of The Depository Trust Company, or its nominee, or to any substitute depository designated pursuant to clause (ii) of this section (a “substitute depository”); *provided that* any successor of Cede & Co., as nominee of the Depository Trust Company or substitute depository, shall be qualified under any applicable laws to provide the services proposed to be provided by it;

(ii) To any substitute depository not objected to by the District or the County, upon (1) the resignation of the DTC or its successor (or any substitute depository or its successor) from its functions as depository, or (2) a determination by the District to substitute another depository for The DTC (or its successor) because the DTC or its successor (or any substitute depository or its successor) is no longer able to carry out its functions as depository; provided, that any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it; or

(iii) To any person upon (1) the resignation of The Depository Trust Company or its successor (or substitute depository or its successor) from its functions as depository, or (2) a determination by the District to remove The Depository Trust Company or its successor (or any substitute depository or its successor) from its functions as depository.

## ARTICLE III

### SALE OF SERIES A BONDS; APPLICATION OF PROCEEDS

#### SECTION 3.01. *Sale of Series A Bonds; Approval of Sale Documents.*

(a) Negotiated Sale of Series A Bonds. Pursuant to Section 53508.7 of the Bond Law, the Board hereby authorizes the negotiated sale of the Series A Bonds to the Underwriter. The Series A Bonds shall be sold pursuant to the Bond Purchase Agreement in substantially the form on file with the Clerk of the Board, with such changes therein, deletions therefrom and modifications thereto as a District Representative may approve, such approval to be conclusively evidenced by the execution and delivery of the Bond Purchase Agreement; provided that the average rate of interest to be borne by the Series A Bonds shall not exceed legal limits, and the Underwriter's discount shall not exceed 1.0% of the par amount of the Series A Bonds. The Board hereby authorizes a District Representative to execute and deliver the final form of the Bond Purchase Agreement in the name and on behalf of the District.

In accordance with Section 53508.7 of the Bond Law, the Board has determined to sell the Series A Bonds at negotiated sale for the following reasons: (a) a negotiated sale provides more flexibility to choose the time and date of the sale which is advantageous in a volatile municipal bond market, (b) a negotiated sale will permit the time schedule for the issuance and sale of the Series A Bonds to be expedited, (c) a negotiated sale provides flexibility to make adjustments to the financing structure leading up to the actual sale of the Series A Bonds, and (d) a negotiated sale provides the sales professionals of the Underwriter more advance notice that they will be selling the Series A Bonds, and they can therefore dedicate more resources and time to pre-marketing the Series A Bonds.

(b) Official Statement. The Board hereby approves, and hereby deems final within the meaning of Rule 15c2-12 of the Securities Exchange Act of 1934, the Preliminary Official Statement describing the Series A Bonds, in substantially the form on file with the Clerk of the Board. A District Representative is hereby authorized to execute an appropriate certificate stating the Board's determination that the Preliminary Official Statement has been deemed final within the meaning of such Rule. A District Representative is hereby authorized and directed to approve any changes in or additions to a final form of said Official Statement, and the execution thereof by a District Representative shall be conclusive evidence of his or her approval of any such changes and additions. The Board hereby authorizes the distribution of the Official Statement by the Underwriter. The final Official Statement shall be executed in the name and on behalf of the District by a District Representative.

(c) Actions to Close Bond Issuance. Each District Representative and any and all other officers of the District are each authorized and directed in the name and on behalf of the District to execute and deliver any and all certificates, requisitions, agreements, notices, consents, warrants and other documents, which they or any of them might deem necessary or appropriate in order to consummate the lawful issuance, sale and delivery of the Series A Bonds, including but not limited to the execution and delivery of a document with respect to the engagement of the Paying Agent appointed hereby, and an agreement facilitating the payment of Costs of Issuance. Whenever in

this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

SECTION 3.02. *Application of Proceeds of Sale of Series A Bonds.* The proceeds of the Series A Bonds shall be paid to the County Treasurer on the Closing Date, and shall be applied by the County Treasurer as follows:

- (a) The portion of the proceeds representing the premium (if any) received by the County Treasurer on the sale of the Series A Bonds will be transferred to the County Office of Education and deposited in the Debt Service Fund established pursuant to Section 4.02.
- (b) All remaining proceeds received by the County Treasurer from the sale of the Series A Bonds will be transferred to the County Office of Education for deposit in the Building Fund established pursuant to Section 3.03.

At the option of the District, a portion of the proceeds of the Series A Bonds to be used by the District to pay Costs of Issuance may be deposited with a fiscal agent selected by the District, as provided in Section 15146(h) of the Education Code in order to facilitate the payment of Costs of Issuance. A District Representative is authorized to enter into an agreement with such fiscal agent to facilitate such payment. In addition, the Bond Purchase Agreement may provide that the Underwriter is obligated to pay certain Costs of Issuance and a District Representative is authorized to review and consent to a schedule of such costs.

SECTION 3.03. *Building Fund.* The County Office of Education shall create and maintain a fund designated as the "Oxnard School District, Election of 2016, Series A Building Fund," into which the proceeds from the sale of the Series A Bonds shall be deposited, to the extent required under Section 3.02(b). The County Office of Education shall maintain separate accounting for the proceeds of the Series A Bonds, including all earnings received from the investment thereof. Amounts credited to the Building Fund for the Series A Bonds shall be expended by the District solely for the financing of projects for which the Series A Bond proceeds are authorized to be expended under the Bond Measure (which includes related Costs of Issuance). All interest and other gain arising from the investment of proceeds of the Series A Bonds shall be retained in the Building Fund and used for the purposes thereof. At the Written Request of the District filed with the County Office of Education, any amounts remaining on deposit in the Building Fund and not needed for the purposes thereof shall be withdrawn from the Building Fund and transferred to the Debt Service Fund, to be applied to pay the principal of and interest on the Series A Bonds.

If excess amounts remain on deposit in the Building Fund after payment in full of the Series A Bonds, any such excess amounts shall be transferred to the general fund of the District, to be applied for the purposes for which the Series A Bonds have been authorized or otherwise in accordance with the Bond Law.

SECTION 3.04. *Estimated Financing Costs.* The firm of Jones Hall, A Professional Law Corporation, has previously been engaged to act as the District's bond

counsel and disclosure counsel, and the firm of Caldwell Flores Winters Inc. has previously been engaged to act as the District's financial advisor in connection with the issuance and sale of the Series A Bonds. Said engagements are hereby confirmed in accordance with existing agreements. The estimated costs of issuance associated with the sale of the Series A Bonds are \$250,000 which include bond counsel and disclosure counsel fees, financial advisor fees, costs of printing the Official Statement, rating agency fees, and paying agent fees, but which do not include underwriting fees or the cost of municipal bond insurance, if obtained.

## **ARTICLE IV**

### **SECURITY FOR THE SERIES A BONDS; DEBT SERVICE FUND**

SECTION 4.01. *Security for the Series A Bonds.* The Series A Bonds are general obligations of the District. The Board has the power to authorize and direct the County to levy *ad valorem* taxes upon all property within the District that is subject to taxation by the District, without limitation of rate or amount, for the payment of the Series A Bonds and the interest thereon in accordance with and subject to Section 15250 of the Education Code. The District hereby requests the County to levy on all the taxable property in the District, in addition to all other taxes, a continuing direct and *ad valorem* tax annually during the period the Series A Bonds are Outstanding in an amount sufficient to pay the principal of and interest on the Series A Bonds when due, including the principal of any Series A Bonds upon the mandatory sinking fund redemption thereof under Section 2.03(b), which moneys when collected will be paid to the County Treasurer and placed in the Debt Service Fund.

No part of any fund or account of the County is pledged or obligated to the payment of the Bonds. The principal of and interest on Series A Bonds do not constitute a debt (or a pledge of the full faith and credit) of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents or employees thereof. Neither the County, the State of California, any of its political subdivisions nor any of the officers, agents or employees thereof are liable on the Series A Bonds. In no event are the principal of and interest on Series A Bonds payable out of any funds or properties of the District other than *ad valorem* taxes levied on taxable property in the District; provided, however, nothing in this Resolution prevents the District from making advances of its own moneys howsoever derived to any of the uses or purposes permitted by law. The Series A Bonds, including the interest thereon, are payable solely from taxes levied under Sections 15250 and 15252 of the Education Code. The District acknowledges that pursuant to Government Code Section 53515, the Series A Bonds are secured by a statutory lien on all revenues received pursuant to the levy and collection of the voter-approved tax for the Series A Bonds.

SECTION 4.02. *Establishment of Debt Service Fund.* The District hereby requests the County Office of Education to establish, hold and maintain a fund to be known as the "Oxnard School District General Obligation Bonds, Election of 2016, Series A Debt Service Fund", which the County Office of Education shall maintain as a separate account, distinct from all other funds of the County, the Office of Education and the District. All taxes levied by the County, at the request of the District, for the District's

payment of the principal of and interest on the Series A Bonds shall be transferred to the County Office of Education and deposited in the Debt Service Fund promptly upon apportionment of said levy.

SECTION 4.03. *Disbursements From Debt Service Fund.* The County Office of Education shall administer the Debt Service Fund and make disbursements therefrom in the manner set forth in this Section. The County Office of Education shall transfer amounts on deposit in the Debt Service Fund, to the extent necessary for the District to pay the principal of and interest on the Series A Bonds when due and payable, to the Paying Agent which, in turn, shall pay such moneys to DTC to pay the principal of and interest on the Series A Bonds. DTC will thereupon make payments of principal and interest on the Series A Bonds to the DTC Participants who will thereupon make payments of principal and interest to the beneficial owners of the Series A Bonds. In addition, amounts on deposit in the Debt Service Fund shall be applied to pay the fees and expenses of the Paying Agent insofar as permitted by law, including specifically by Section 15232 of the Education Code. Pursuant to such provision, the District hereby authorizes the application of amounts in the Debt Service Fund to reimburse the County Office of Education and the County, as applicable, for all costs and expenses incurred by it in processing the District's payments from time to time for the services of the Paying Agent which is designated for the Series A Bonds under Section 6.01. Any moneys remaining in the Debt Service Fund after the Series A Bonds and the interest thereon have been paid by the District, shall be transferred to any other interest and sinking fund for general obligation bond indebtedness of the District, and in the event there is no such debt outstanding, shall be transferred to the District's general fund upon the order of the County, as provided in Section 15234 of the Education Code.

SECTION 4.04. *Pledge of Taxes.* The District hereby pledges all revenues from the property taxes collected from the levy by the Board of Supervisors of the County for the District's payment of the Series A Bonds and amounts on deposit in the Debt Service Fund to the District's payment of the principal or redemption price of and interest on the Series A Bonds. This pledge shall be valid and binding from the date hereof for the benefit of the owners of the Series A Bonds and successors thereto. The property taxes and amounts held in the Debt Service Fund shall be immediately subject to this pledge, and the pledge shall constitute a lien and security interest which shall immediately attach to the property taxes and amounts held in the interest and sinking fund to secure the District's payment of the Series A Bonds and shall be effective, binding, and enforceable against the District, its successors, creditors and all others irrespective of whether those parties have notice of the pledge and without the need of any physical delivery, recordation, filing, or further act. This pledge constitutes an agreement between the District and owners of the Series A Bonds to provide security for the Series A Bonds in addition to any statutory lien that may exist. The District hereby represents and warrants that all of its general obligation bonds, including the Series A Bonds are or were issued to finance or refinance one or more of the projects specified in the applicable voter-approved measure.

SECTION 4.05. *Investments.* All moneys held in any of the funds or accounts established hereunder will be invested in Authorized Investments in accordance with the investment policies of the County, as such policies exist at the time of investment. Obligations purchased as an investment of moneys in any fund or account will be deemed to be part of such fund or account. All interest or gain derived from the investment of amounts in any of the funds or accounts established hereunder will be

deposited in the fund or account from which such investment was made, and will be expended for the purposes thereof. The County Treasurer has no responsibility in the reporting, reconciling and monitoring of the investment of the proceeds of the Series A Bonds.

All interest or gain derived from the investment of amounts in any of the funds or accounts established hereunder shall be deposited in the fund or account from which such investment was made, and shall be expended for the purposes thereof. The District covenants that all investments of amounts deposited in any fund or account created by or under this Resolution, or otherwise containing proceeds of the Series A Bonds, shall be acquired and disposed of at the Fair Market Value thereof. For purposes of this Section, the term "Fair Market Value" shall mean, with respect to any investment, the price at which a willing buyer would purchase such investment from a willing seller in a bona fide, arm's length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of Section 1273 of the Tax Code) and, otherwise, the term "Fair Market Value" means the acquisition price in a bona fide arm's length transaction (as described above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Tax Code, or (ii) the investment is a United States Treasury Security - State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt.

## **ARTICLE V**

### **OTHER COVENANTS OF THE DISTRICT**

SECTION 5.01. *Punctual Payment.* The Board will request the County to levy *ad valorem* taxes, as provided in Section 15250 of the Education Code, so as to enable the District to punctually pay, or cause to be paid, the principal of and interest on the Series A Bonds, in conformity with the terms of the Series A Bonds and of this Resolution. Nothing herein contained shall prevent the District from making advances of its own moneys howsoever derived to any of the uses or purposes permitted by law.

SECTION 5.02. *Books and Accounts; Financial Statements.* The District will keep, or cause to be kept, proper books of record and accounts, separate from all other records and accounts of the District in which complete and correct entries are made of all transactions relating to the expenditure of the proceeds of the Series A Bonds. Such books of record and accounts shall at all times during business hours be subject to the inspection of the Paying Agent and the Owners of not less than 10% in aggregate principal amount of the Series A Bonds then Outstanding, or their representatives authorized in writing.

SECTION 5.03. *Protection of Security and Rights of Series A Bond Owners.* The District will preserve and protect the security of the Series A Bonds and the rights of the Series A Bond Owners, and will warrant and defend their rights against all claims and demands of all persons. Following the issuance of the Series A Bonds by the District, the Series A Bonds shall be incontestable by the District.

SECTION 5.04. *Tax Covenants.*

(a) Private Activity Bond Limitation. The District shall assure that the proceeds of the Series A Bonds are not so used as to cause the Series A Bonds to satisfy the private business tests of Section 141(b) of the Tax Code or the private loan financing test of Section 141(c) of the Tax Code.

(b) Federal Guarantee Prohibition. The District shall not take any action or permit or suffer any action to be taken if the result of the same would be to cause any of the Series A Bonds to be “federally guaranteed” within the meaning of Section 149(b) of the Tax Code.

(c) No Arbitrage. The District shall not take, or permit or suffer to be taken by the Paying Agent or the County or otherwise, any action with respect to the proceeds of the Series A Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the Closing Date would have caused the Series A Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Tax Code.

(d) Maintenance of Tax-Exemption. The District shall take all actions necessary to assure the exclusion of interest on the Series A Bonds from the gross income of the Owners of the Series A Bonds to the same extent as such interest is permitted to be excluded from gross income under the Tax Code as in effect on the Closing Date.

(e) Rebate of Excess Investment Earnings to United States. The District shall calculate or cause to be calculated excess investment earnings with respect to the Series A Bonds which are required to be rebated to the United States of America under Section 148(f) of the Tax Code, and shall pay the full amount of such excess investment earnings to the United States of America in such amounts, at such times and in such manner as may be required under the Tax Code, if and to the extent such Section 148(f) is applicable to the Series A Bonds. Such payments shall be made by the District from any source of legally available funds of the District. The District shall keep or cause to be kept, and retain or cause to be retained for a period of six years following the retirement of the Series A Bonds, records of the determinations made under this subsection (e). In order to provide for the administration of this subsection (e), the District may provide for the employment of independent attorneys, accountants and consultants compensated on such reasonable basis as the District may deem appropriate.

SECTION 5.05. *Continuing Disclosure.* The District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate, which shall be executed by a District Representative and delivered on the Closing Date. Notwithstanding any other provision of this Resolution, failure of the District to comply with the Continuing Disclosure Certificate does not constitute a default by the District hereunder or under the Series A Bonds; however, any Participating Underwriter (as that term is defined in the Continuing Disclosure Certificate) or any holder or beneficial owner of the Series A Bonds may, take such actions as may be necessary and appropriate to compel performance, including seeking mandate or specific performance by court order.

SECTION 5.06. *CDIAC Annual Reporting.* The District hereby covenants and agrees that it will comply with and the provisions of California Government Code Section 8855 subdivision (k) with respect to annual reporting to the California Debt and Investment Advisory Commission. Said reporting will occur at the times and include the types of information as set forth therein. Notwithstanding any other provision of this Resolution, failure of the District to comply with said reporting does not constitute a default by the District hereunder or under the Series A Bonds.

SECTION 5.07. *Further Assurances.* The District will adopt, make, execute and deliver any and all such further resolutions, instruments and assurances as may be reasonably necessary or proper to carry out the intention or to facilitate the performance of this Resolution, and for the better assuring and confirming unto the Owners of the Series A Bonds of the rights and benefits provided in this Resolution.

## **ARTICLE VI**

### **THE PAYING AGENT**

SECTION 6.01. *Appointment of Paying Agent.* U.S. Bank National Association, Los Angeles, California, is hereby appointed to act as the initial Paying Agent for the Series A Bonds and, in such capacity, shall also act as registration agent and authentication agent for the Series A Bonds. The Paying Agent undertakes to perform such duties, and only such duties, as are specifically set forth in this Resolution, and even during the continuance of an event of default with respect to the Series A Bonds, no implied covenants or obligations shall be read into this Resolution against the Paying Agent. The Paying Agent shall signify its acceptance of the duties and obligations imposed upon it by the District by executing and delivering to the District a certificate or agreement to that effect.

The District may remove the Paying Agent initially appointed, and any successor thereto, and may appoint a successor or successors thereto, but any such successor shall be a bank or trust company doing business and having an office in the State of California, having a combined capital (exclusive of borrowed capital) and surplus of at least \$50,000,000, and subject to supervision or examination by federal or state authority. If such bank or trust company publishes a report of condition at least annually, under law or to the requirements of any supervising or examining authority above referred to, then for the purposes of this Section the combined capital and surplus of such bank or trust company shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published.

The Paying Agent may at any time resign by giving written notice to the District and the Series A Bond Owners of such resignation. Upon receiving notice of such resignation, with the written consent of the County Treasurer (which shall not unreasonably be withheld) the District shall promptly appoint a successor Paying Agent by an instrument in writing. Any resignation or removal of the Paying Agent and appointment of a successor Paying Agent will become effective upon acceptance of appointment by the successor Paying Agent.



Any bank, national association, federal savings association, or trust company into which the Paying Agent may be merged or converted or with which it may be consolidated or any bank, national association, federal savings association, or trust company resulting from any merger, conversion or consolidation to which it shall be a party or any bank, national association, federal savings association, or trust company to which the Paying Agent may sell or transfer all or substantially all of its corporate trust business, provided such bank, federal savings association, or trust company shall be eligible as described in this Section 6.01 shall be the successor to such Paying Agent, without the execution or filing of any paper or any further act, anything herein to the contrary notwithstanding.

SECTION 6.02. *Paying Agent May Hold Series A Bonds.* The Paying Agent may become the owner of any of the Series A Bonds in its own or any other capacity with the same rights it would have if it were not Paying Agent.

SECTION 6.03. *Liability of Agents.* The recitals of facts, covenants and agreements herein and in the Series A Bonds contained shall be taken as statements, covenants and agreements of the District, and the Paying Agent assumes no responsibility for the correctness of the same, nor makes any representations as to the validity or sufficiency of this Resolution or of the Series A Bonds, nor shall incur any responsibility in respect thereof, other than as set forth in this Resolution. The Paying Agent is not liable in connection with the performance of its duties hereunder, except for its own negligence or willful default.

In the absence of bad faith, the Paying Agent may conclusively rely, as to the truth of the statements and the correctness of the opinions expressed therein, upon certificates or opinions furnished to the Paying Agent and conforming to the requirements of this Resolution.

The Paying Agent is not liable for any error of judgment made in good faith by a responsible officer of its corporate trust department in the absence of the negligence of the Paying Agent.

No provision of this Resolution shall require the Paying Agent to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers, if it has reasonable grounds for believing that repayment of such funds or adequate indemnity against such risk or liability is not reasonably assured to it.

The Paying Agent may execute any of the powers hereunder or perform any duties hereunder either directly or by or through agents or attorneys and the Paying Agent is not responsible for any misconduct or negligence on the part of any agent or attorney appointed with due care by it hereunder.

SECTION 6.04. *Notice to Paying Agent.* The Paying Agent may rely and shall be protected in acting or refraining from acting upon any notice, resolution, request, consent, order, certificate, report, warrant, bond or other paper or document believed by it to be genuine and to have been signed or presented by the proper party or proper parties. The Paying Agent may consult with counsel, who may be counsel to the District, with regard to legal questions, and the opinion of such counsel shall be full and complete

authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance therewith.

Whenever in the administration of its duties under this Resolution the Paying Agent shall deem it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, such matter (unless other evidence in respect thereof be herein specifically prescribed) may, in the absence of bad faith on the part of the Paying Agent, be deemed to be conclusively proved and established by a certificate of the District, and such certificate shall be full warrant to the Paying Agent for any action taken or suffered under the provisions of this Resolution upon the faith thereof, but in its discretion the Paying Agent may, in lieu thereof, accept other evidence of such matter or may require such additional evidence as to it may seem reasonable.

SECTION 6.05. *Compensation; Indemnification.* The District shall pay to the Paying Agent from time to time reasonable compensation for all services rendered under this Resolution, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of their attorneys, agents and employees, incurred in and about the performance of their powers and duties under this Resolution. The District further agrees to indemnify and save the Paying Agent harmless against any liabilities which it may incur in the exercise and performance of its powers and duties hereunder which are not due to its negligence or bad faith.

## **ARTICLE VII**

### **REMEDIES OF SERIES A BOND OWNERS**

SECTION 7.01. *Remedies of Series A Bond Owners.* Any Series A Bond Owner has the right, for the equal benefit and protection of all Series A Bond Owners similarly situated:

- (a) by mandamus, suit, action or proceeding, to compel the District and its members, officers, agents or employees to perform each and every term, provision and covenant contained in this Resolution and in the Series A Bonds, and to require the carrying out of any or all such covenants and agreements of the District and the fulfillment of all duties imposed upon it;
- (b) by suit, action or proceeding in equity, to enjoin any acts or things which are unlawful, or the violation of any of the Series A Bond Owners' rights; or
- (c) upon the happening and continuation of any default by the District hereunder or under the Series A Bonds, by suit, action or proceeding in any court of competent jurisdiction, to require the District and its members and employees to account as if it and they were the trustees of an express trust.

SECTION 7.02. *Remedies Not Exclusive.* No remedy herein conferred upon the Owners of Series A Bonds is exclusive of any other remedy. Each and every remedy is

cumulative and may be exercised in addition to every other remedy given hereunder or thereafter conferred on the Series A Bond Owners.

SECTION 7.03. *Non-Waiver.* Nothing in this Article VII or in any other provision of this Resolution or in the Series A Bonds, affects or impairs the obligation of the District, which is absolute and unconditional, to pay the principal of and interest on the Series A Bonds to the respective Owners of the Series A Bonds at the respective dates of maturity, as herein provided, or affects or impairs the right of action against the District, which is also absolute and unconditional, of such Owners to institute suit against the District to enforce such payment by virtue of the contract embodied in the Series A Bonds.

A waiver of any default by any Series A Bond Owner shall not affect any subsequent default or impair any rights or remedies on the subsequent default. No delay or omission of any Owner of any of the Series A Bonds to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein, and every power and remedy conferred upon the Series A Bond Owners by this Article VII may be enforced and exercised from time to time and as often as shall be deemed expedient by the Owners of the Series A Bonds.

If a suit, action or proceeding to enforce any right or exercise any remedy be abandoned or determined adversely to the Series A Bond Owners, the District and the Series A Bond Owners shall be restored to their former positions, rights and remedies as if such suit, action or proceeding had not been brought or taken.

## **ARTICLE VIII**

### **AMENDMENT OF THIS RESOLUTION**

SECTION 8.01. *Amendments Effective Without Consent of the Owners.* The Board may amend this Resolution from time to time, without the consent of the Owners of the Series A Bonds, for any one or more of the following purposes:

- (a) To add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;
- (b) To confirm, as further assurance, any pledge under, and to subject to any lien or pledge created or to be created by, this Resolution, of any moneys, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;
- (c) To cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Resolution, in a manner which does not materially adversely affect the interests of the Series A Bond Owners in the opinion of Bond Counsel filed with the District; or

- (d) To make such additions, deletions or modifications as may be necessary or desirable to assure exemption from federal income taxation of interest on the Series A Bonds.

SECTION 8.02. *Amendments Effective With Consent of the Owners.* The Board may amend this Resolution from time to time for any purpose not set forth in Section 8.01, with the written consent of the Owners of a majority in aggregate principal amount of the Series A Bonds Outstanding at the time such consent is given. Without the consent of all the Owners of such Series A Bonds, no such modification or amendment shall permit (a) a change in the terms of maturity of the principal of any Outstanding Series A Bonds or of any interest payable thereon or a reduction in the principal amount thereof or in the rate of interest thereon, (b) a reduction of the percentage of Series A Bonds the consent of the Owners of which is required to effect any such modification or amendment, (c) a change in any of the provisions in Section 7.01 or (d) a reduction in the amount of moneys pledged for the repayment of the Series A Bonds, and no right or obligation of any Paying Agent may be changed or modified without its written consent.

## **ARTICLE IX**

### **MISCELLANEOUS**

SECTION 9.01. *Benefits of Resolution Limited to Parties.* Nothing in this Resolution, expressed or implied, gives any person other than the District, the County, the Paying Agent and the Owners of the Series A Bonds, any right, remedy, claim under or by reason of this Resolution. The covenants, stipulations, promises or agreements in this Resolution are for the sole and exclusive benefit of the Owners of the Series A Bonds.

SECTION 9.02. *Defeasance of Series A Bonds.*

(a) Discharge of Resolution. Any or all of the Series A Bonds may be paid by the District in any of the following ways, provided that the District also pays or causes to be paid any other sums payable hereunder by the District:

- (i) by paying or causing to be paid the principal or redemption price of and interest on such Series A Bonds, as and when the same become due and payable;
- (ii) by irrevocably depositing, in trust, at or before maturity, money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem such Series A Bonds; or
- (iii) by delivering such Series A Bonds to the Paying Agent for cancellation by it.

If the District pays all Outstanding Series A Bonds and also pays or causes to be paid all other sums payable hereunder by the District, then and in that case, at the election of the District (evidenced by a certificate of a District Representative filed with

the Paying Agent, signifying the intention of the District to discharge all such indebtedness and this Resolution), and notwithstanding that any Series A Bonds have not been surrendered for payment, this Resolution and other assets made under this Resolution and all covenants, agreements and other obligations of the District under this Resolution shall cease, terminate, become void and be completely discharged and satisfied, except only as provided in Section 9.02(b). In such event, upon request of the District, the Paying Agent shall cause an accounting for such period or periods as may be requested by the District to be prepared and filed with the District and shall execute and deliver to the District all such instruments as may be necessary to evidence such discharge and satisfaction, and the Paying Agent shall pay over, transfer, assign or deliver to the District all moneys or securities or other property held by it under this Resolution which are not required for the payment or redemption of Series A Bonds not theretofore surrendered for such payment or redemption.

(b) Discharge of Liability on Series A Bonds. Upon the deposit, in trust, at or before maturity, of money or securities in the necessary amount (as provided in Section 9.02(c) hereof) to pay or redeem any Outstanding Series A Bond (whether upon or prior to its maturity or the redemption date of such Series A Bond), provided that, if such Series A Bond is to be redeemed prior to maturity, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent has been made for the giving of such notice, then all liability of the District in respect of such Series A Bond shall cease and be completely discharged, except only that thereafter the Owner thereof shall be entitled only to payment of the principal of and interest on such Series A Bond by the District, and the District shall remain liable for such payment, but only out of such money or securities deposited with the Paying Agent as aforesaid for such payment, provided further, however, that the provisions of Section 9.02(d) shall apply in all events.

The District may at any time surrender to the Paying Agent for cancellation by it any Series A Bonds previously issued and delivered, which the District may have acquired in any manner whatsoever, and such Series A Bonds, upon such surrender and cancellation, shall be deemed to be paid and retired.

(c) Deposit of Money or Securities with Paying Agent. Whenever in this Resolution it is provided or permitted that there be deposited with or held in trust by the Paying Agent or a fiscal agent designated by the District money or securities in the necessary amount to pay or redeem any Series A Bonds, the money or securities so to be deposited or held may include money or securities held by the Paying Agent in the funds and accounts established under this Resolution and shall be:

- (i) lawful money of the United States of America in an amount equal to the principal amount of such Series A Bonds and all unpaid interest thereon to maturity, except that, in the case of Series A Bonds which are to be redeemed prior to maturity and in respect of which notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent or a fiscal agent designated by the District has been made for the giving of such notice, the amount to be deposited or held shall be the principal amount or redemption price of such Series A Bonds and all unpaid interest thereon to the redemption date; or

- (ii) Federal Securities (not callable by the issuer thereof prior to maturity) the principal of and interest on which when due, in the opinion of a certified public accountant delivered to the District, will provide money sufficient to pay the principal or redemption price of and all unpaid interest to maturity, or to the redemption date, as the case may be, on the Series A Bonds to be paid or redeemed, as such principal or redemption price and interest become due, provided that, in the case of Series A Bonds which are to be redeemed prior to the maturity thereof, notice of such redemption has been given as provided in Section 2.03 or provision satisfactory to the Paying Agent or a fiscal agent designated by the District has been made for the giving of such notice.

(d) Payment of Series A Bonds After Discharge of Resolution. Notwithstanding any provisions of this Resolution, any moneys held by the Paying Agent in trust for the payment of the principal or redemption price of, or interest on, any Series A Bonds and remaining unclaimed for two years after the principal of all of the Series A Bonds has become due and payable (whether at maturity or upon call for redemption as provided in this Resolution), if such moneys were so held at such date, or two years after the date of deposit of such moneys if deposited after said date when all of the Series A Bonds became due and payable, shall, upon request of the District, be repaid to the District free from the trusts created by this Resolution, and all liability of the Paying Agent with respect to such moneys shall thereupon cease; *provided, however*, that before the repayment of such moneys to the District as aforesaid, the Paying Agent may (at the cost of the District) first mail to the Owners of all Series A Bonds which have not been paid at the addresses shown on the Registration Books a notice in such form as may be deemed appropriate by the Paying Agent, with respect to the Series A Bonds so payable and not presented and with respect to the provisions relating to the repayment to the District of the moneys held for the payment thereof. Thereafter, the District shall remain liable to the Owners for payment of any amounts due on the Series A Bonds, which amounts shall be deemed to be paid by the District from moneys remitted to it by the Paying Agent under this subsection (d).

SECTION 9.03. *Execution of Documents and Proof of Ownership by Series A Bond Owners.* Any request, declaration or other instrument which this Resolution may require or permit to be executed by Series A Bond Owners may be in one or more instruments of similar tenor, and shall be executed by Series A Bond Owners in person or by their attorneys appointed in writing.

Except as otherwise herein expressly provided, the fact and date of the execution by any Series A Bond Owner or his or her attorney of such request, declaration or other instrument, or of such writing appointing such attorney, may be proved by the certificate of any notary public or other officer authorized to take acknowledgments of deeds to be recorded in the state in which he purports to act, that the person signing such request, declaration or other instrument or writing acknowledged to him or her the execution thereof, or by an affidavit of a witness of such execution, duly sworn to before such notary public or other officer.

Except as otherwise herein expressly provided, the ownership of registered Series A Bonds and the amount, maturity, number and date of holding the same shall be proved by the Registration Books.

Any request, declaration or other instrument or writing of the Owner of any Series A Bond shall bind all future Owners of such Series A Bond in respect of anything done or suffered to be done by the District or the Paying Agent in good faith and in accordance therewith.

SECTION 9.04. *Waiver of Personal Liability.* No Board member, officer, agent or employee of the District shall be individually or personally liable for the payment of the principal of or interest on the Series A Bonds; but nothing herein contained shall relieve any such Board member, officer, agent or employee from the performance of any official duty provided by law.

SECTION 9.05. *Limited Duties of County; Indemnification.* The County (including its Board of Supervisors, officers, agents and employees) shall undertake only those duties of the County under this Resolution which are specifically set forth in this Resolution and in applicable provisions of the Bond Law and the Education Code, and even during the continuance of an event of default by the District with respect to the Series A Bonds, no implied covenants or obligations shall be read into this Resolution against the County (including its Board of Supervisors, officers, agents and employees).

The District agrees to indemnify, defend and save the County (including its Board of Supervisors, officers, agents and employees) harmless against any and all liabilities, costs, expenses, damages and claims which it may incur in the exercise and performance of its powers and duties hereunder which are not due to its negligence or bad faith, and to reimburse the County (including its Board of Supervisors, officers, agents and employees) for any legal or other costs and expenses incurred in connection with investigating or defending any such liabilities or claims which are not due to its negligence or bad faith.

The terms of this Section 9.05 are not subject to revision pursuant to Section 2.02(e) hereof.

SECTION 9.06. *Destruction of Canceled Series A Bonds.* Whenever in this Resolution provision is made for the surrender to the District of any Series A Bonds which have been paid or canceled under the provisions of this Resolution, a certificate of destruction duly executed by the Paying Agent shall be deemed to be the equivalent of the surrender of such canceled Series A Bonds and the District shall be entitled to rely upon any statement of fact contained in any certificate with respect to the destruction of any such Series A Bonds therein referred to.

SECTION 9.07. *Partial Invalidity.* If any section, paragraph, sentence, clause or phrase of this Resolution shall for any reason be held illegal or unenforceable, such holding shall not affect the validity of the remaining portions of this Resolution. The District hereby declares that it would have adopted this Resolution and each and every other section, paragraph, sentence, clause or phrase hereof and authorized the issue of the Series A Bonds pursuant thereto irrespective of the fact that any one or more sections, paragraphs, sentences, clauses, or phrases of this Resolution may be held illegal, invalid or unenforceable. If, by reason of the judgment of any court, the District is rendered unable to perform its duties hereunder, all such duties and all of the rights and powers of the District hereunder shall be assumed by and vest in the chief financial officer of the District in trust for the benefit of the Series A Bond Owners.

SECTION 9.08. *Effective Date of Resolution.* This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED on February 15, 2017, by the following vote:

AYES:

NOES:

ABSENT:

---

President of the Board of Trustees  
Oxnard School District,  
Ventura County, California

ATTEST:

---

Clerk of the Board of Trustees  
Oxnard School District,  
Ventura County, California



**APPENDIX A**

**FORM OF SERIES A BOND**

**REGISTERED BOND NO.** \_\_\_\_\_

**\*\*\*\$** \_\_\_\_\_ **\*\*\***

**OXNARD SCHOOL DISTRICT**  
(Ventura County, California)  
**GENERAL OBLIGATION BOND**  
**ELECTION OF 2016, SERIES A**

**INTEREST RATE  
PER ANNUM:**

**MATURITY DATE:**

**DATED DATE:**

**CUSIP:**

**REGISTERED OWNER:**

**PRINCIPAL AMOUNT:** \*\*\* \_\_\_\_\_ **DOLLARS\*\*\***

The Oxnard School District (the "District"), located in the County of Ventura (the "County"), for value received, hereby promises to pay to the Registered Owner named above, or registered assigns, the principal amount on the Maturity Date, each as stated above, and interest thereon, calculated on a 30/360 day basis, until the principal amount is paid or provided for, at the Interest Rate stated above, such interest to be paid on February 1 and August 1 of each year, commencing August 1, 2017 (the "Interest Payment Dates"). This Bond will bear interest from the Interest Payment Date next preceding the date of authentication hereof, unless (a) it is authenticated as of a business day following the 15<sup>th</sup> day of the month immediately preceding any Interest Payment Date and on or before such Interest Payment Date, in which event it shall bear interest from such Interest Payment Date, or (b) it is authenticated on or before July 15, 2017, in which event it shall bear interest from the Dated Date referred to above. Principal hereof is payable at the corporate trust office of the paying agent for the Bonds (the "Paying Agent"), initially being U.S. Bank National Association, in Los Angeles, California. Interest hereon (including the final interest payment upon maturity) is payable by check or draft of the Paying Agent mailed by first-class mail to the Owner at the Owner's address as it appears on the registration books maintained by the Paying Agent as of the close of business on the 15<sup>th</sup> day of the month next preceding such Interest Payment Date (the "Record Date"), or at such other address as the Owner may have filed with the Paying Agent for that purpose.

Principal hereof is payable at the corporate trust office of the Paying Agent. Interest hereon (including the final interest payment upon maturity) is payable by check or draft of the Paying Agent mailed by first-class mail to the Owner at the Owner's address as it appears on the registration books maintained by the Paying Agent as of

the close of business on the 15<sup>th</sup> day of the month next preceding such Interest Payment Date (the "Record Date"), or at such other address as the Owner may have filed with the Paying Agent for that purpose.

This Bond is one of a duly authorized issue of Bonds of the District designated as "Oxnard School District (Ventura County, California) General Obligation Bonds, Election of 2016, Series A" (the "Bonds"), in an aggregate principal amount of \$\_\_\_\_\_, all of like tenor and date (except for such variation, if any, as may be required to designate varying numbers, maturities, interest rates or redemption and other provisions) and all issued under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Bond Law"), and under a Resolution of the Board of Trustees of the District adopted on February 15, 2017 (the "Resolution"), authorizing the issuance of the Bonds. The issuance of the Bonds has been authorized by the requisite 55% vote of the electors of the District cast at a special bond election held on November 8, 2016, upon the question of issuing bonds in the amount of \$142,500,000.

The Bonds are general obligations of the District. The Board has the power to request the County to levy *ad valorem* taxes upon all property within the District that is subject to taxation by the District, without limitation of rate or amount, for the District's payment of the Bonds and the interest and redemption premium (if any) thereon. The Bonds, including the interest thereon, are payable solely from taxes levied under Sections 15250 and 15252 of the California Education Code. The Bonds are secured by a statutory lien on all revenues received pursuant to the levy and collection of the voter-approved tax for the Bonds.

The Bonds are being issued subject to the terms and conditions of the Resolution. All capitalized terms herein and not otherwise defined have the meaning given them in the Resolution, and if not therein defined, in the Bond Purchase Agreement with respect to the Bonds. Reference is hereby made to the Resolution and the Bond Purchase Agreement (copies of which are on file at the office of the Paying Agent) and the Bond Law for a description of the terms on which the Bonds are issued and the rights thereunder of the owners of the Bonds and the rights, duties and immunities of the Paying Agent and the rights and obligations of the District thereunder, to all of the provisions of which Resolution the Owner of this Bond, by acceptance hereof, assents and agrees.

No part of any fund or account of the County is pledged or obligated to the payment of the Bonds. The principal of and interest on this Bond does not constitute a debt (or a pledge of the full faith and credit) of the County, the State of California, or any of its political subdivisions other than the District, or any of the officers, agents and employees thereof, and neither the County, the State of California, any of its political subdivisions, nor any of the officers, agents and employees thereof shall be liable hereon. In no event shall the principal of and interest on this Bond be payable out of any funds or properties of the District other than *ad valorem* taxes levied upon all taxable property in the District.

The Bonds of this issue are issuable only as fully registered Bonds in the denominations of \$5,000 or any integral multiple thereof. This Bond is exchangeable and transferable for Bonds of other authorized denominations at the principal corporate trust office of the Paying Agent, by the Registered Owner or by a person legally empowered to do so, upon presentation and surrender hereof to the Paying Agent,

together with a request for exchange or an assignment signed by the Registered Owner or by a person legally empowered to do so, in a form satisfactory to the Paying Agent, all subject to the terms, limitations and conditions provided in the Resolution. Any tax or governmental charges shall be paid by the transferor. The District and the Paying Agent may deem and treat the Registered Owner as the absolute owner of this Bond for the purpose of receiving payment of or on account of principal or interest and for all other purposes, and neither the District nor the Paying Agent shall be affected by any notice to the contrary.

The Bonds maturing on or before August 1, 20\_\_ are not subject to redemption prior to their respective stated maturities. The Bonds maturing on or after August 1, 20\_\_ are subject to redemption prior to maturity as a whole, or in part among maturities on such basis as shall be designated by the District and by lot within a maturity, at the option of the District, from any available source of funds, on August 1, 20\_\_ and on any date thereafter, at a redemption price equal to 100% of the principal amount of Bonds to be redeemed, together with interest thereon to the date fixed for redemption, without premium.

[If applicable:] The Bonds maturing on August 1, 20\_\_ (the "Term Bonds") are also subject to mandatory sinking fund redemption on or before August 1 in the years, and in the amounts, as set forth in the following table, at a redemption price equal to 100% of the principal amount thereof to be redeemed (without premium), together with interest accrued thereon to the date fixed for redemption; *provided, however*, that if some but not all of the Term Bonds have been redeemed under the preceding paragraph, the aggregate principal amount of Term Bonds to be redeemed under this paragraph shall be reduced on a pro rata basis in integral multiples of \$5,000, or on such other basis as designated pursuant to written notice filed by the District with the Paying Agent.

Sinking Fund Redemption Date ( <u>August 1</u> )	Principal Amount To Be <u>Redeemed</u>
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The Paying Agent shall give notice of the redemption of the Bonds at the expense of the District. Such notice shall specify: (a) that the Bonds or a designated portion thereof are to be redeemed, (b) the numbers and CUSIP numbers of the Bonds to be redeemed, (c) the date of notice and the date of redemption, (d) the place or places where the redemption will be made, and (e) descriptive information regarding the Bonds including the dated date, interest rate and stated maturity date. Such notice shall further state that on the specified date there shall become due and payable upon each Bond to be redeemed, the portion of the principal amount of such Bond to be redeemed, together with interest accrued to said date, and that from and after such date interest with respect thereto shall cease to accrue and be payable. Such notice may be conditional and subject to rescission as described in the Resolution.

Notice of redemption shall be by registered or otherwise secured mail or delivery service, postage prepaid, to the registered owner of the Bonds, to a municipal registered securities depository and to a national information service that disseminates securities redemption notices and, by first class mail, postage prepaid, to the District and the

respective Owners of any Bonds designated for redemption at their addresses appearing on the Bond registration books, in every case at least 30 days, but not more than 60 days, prior to the redemption date; provided that neither failure to receive such notice nor any defect in any notice so mailed shall affect the sufficiency of the proceedings for the redemption of such Bonds.

Neither the District nor the Paying Agent will be required: (a) to issue or transfer any Bond during a period beginning with the opening of business on the 15<sup>th</sup> calendar day next preceding either any Interest Payment Date or any date of selection of any Bond to be redeemed and ending with the close of business on the Interest Payment Date or a day on which the applicable notice of redemption is given, or (b) to transfer any Bond which has been selected or called for redemption in whole or in part.

Reference is made to the Resolution for a more complete description of the provisions, among others, with respect to the nature and extent of the security for the Bonds of this series, the rights, duties and obligations of the District, the Paying Agent and the Registered Owners, and the terms and conditions upon which the Bonds are issued and secured. The owner of this Bond assents, by acceptance hereof, to all of the provisions of the Resolution.

It is certified, recited and declared that all acts and conditions required by the Constitution and laws of the State of California to exist, to be performed or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District, have been performed and have been met in regular and due form as required by law; that payment in full for the Bonds has been received; that no statutory or constitutional limitation on indebtedness or taxation has been exceeded in issuing the Bonds; and that due provision has been made for levying and collecting *ad valorem* property taxes on all of the taxable property within the District in an amount sufficient to pay principal and interest when due, and for levying and collecting such taxes the full faith and credit of the District are hereby pledged.

This Bond shall be not be valid or obligatory for any purpose and is not entitled to any security or benefit under the Resolution until the Certificate of Authentication below has been manually signed by the Paying Agent.

IN WITNESS WHEREOF, the Oxnard School District has caused this Bond to be executed by the facsimile signature of its President and attested by the facsimile signature of the Clerk of its Board of Trustees, all as of the date stated above.

**OXNARD SCHOOL DISTRICT**

By \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Clerk of the Board

**FORM OF CERTIFICATE OF AUTHENTICATION**

This is one of the Bonds described in the within-mentioned Resolution.

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

**U.S. BANK NATIONAL ASSOCIATION**, as  
Paying Agent

\_\_\_\_\_  
Authorized Signatory

**FORM OF ASSIGNMENT**

For value received, the undersigned do(es) hereby sell, assign and transfer unto

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(Name, Address and Tax Identification or Social Security Number of Assignee)

the within Bond and do(es) hereby irrevocably constitute and appoint \_\_\_\_\_, attorney, to transfer the same on the registration books of the Bond Registrar, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
Note: Signature(s) must be guaranteed by a an eligible guarantor institution.

\_\_\_\_\_  
Note: The signature(s) on this Assignment must correspond with the name(s) as written on the face of the within Bond in every particular without alteration or enlargement or any change whatsoever.

**PRELIMINARY OFFICIAL STATEMENT DATED MARCH 9, 2017****NEW ISSUE - FULL BOOK-ENTRY****RATING: S&P Global Ratings: “\_\_\_”  
See “RATING” herein.**

*In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, however to certain qualifications described in this Official Statement, under existing law, interest on the Bonds is excluded from gross income for federal income tax purposes, and such interest is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, although for the purpose of computing the alternative minimum tax imposed on certain corporations, interest on the Bonds is taken into account in determining certain income and earnings. In the further opinion of Bond Counsel, interest on the Bonds is exempt from California personal income taxes. See “TAX MATTERS.”*

**\$81,000,000\***

**OXNARD SCHOOL DISTRICT**  
(Ventura County, California)  
**General Obligation Bonds**  
**Election of 2016, Series A**

**Dated: Date of Delivery****Due: August 1, as shown on inside front cover**

**Authority and Purpose.** The captioned General Obligation Bonds, Election of 2016, Series A (the “Bonds”) are being issued by the Oxnard School District (the “District”) pursuant to certain provisions of the California Government Code and a resolution of the Board of Trustees of the District adopted on February 15, 2017. The Bonds were authorized at an election of the registered voters of the District held on November 8, 2016, which authorized the issuance of \$142,500,000 principal amount of general obligation bonds for the purpose of financing the renovation, construction and improvement of school facilities (the “2016 Authorization”). The Bonds are the first series of bonds to be issued under the 2016 Authorization. See “THE BONDS – Authority For Issuance” and “THE FINANCING PLAN” herein.

**Security.** The Bonds are general obligations of the District, payable solely from *ad valorem* property taxes levied on taxable property within the District and collected by Ventura County (the “County”). The County Board of Supervisors is empowered and is obligated to annually levy *ad valorem* taxes for the payment of interest on, and principal of, the Bonds upon all property subject to taxation by the District, without limitation of rate or amount (except certain personal property which is taxable at limited rates). The District has other series of general obligation bonds outstanding that are similarly secured by tax levies. See “SECURITY FOR THE BONDS.”

**Book-Entry Only.** The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of Cede & Co. as nominee of The Depository Trust Company, New York, New York (“DTC”). Purchasers will not receive physical certificates representing their interests in the Bonds. See “THE BONDS” and “APPENDIX F - DTC AND THE BOOK-ENTRY ONLY SYSTEM.”

**Payments.** The Bonds are dated the date of delivery, and will accrue interest at the rates set forth on the inside cover page hereof, payable semiannually on each February 1 and August 1 until maturity, commencing August 1, 2017. Payments of principal and interest on the Bonds will be paid by U.S. Bank Trust National Association, Los Angeles, California, as the designated paying agent, registrar and transfer agent (the “Paying Agent”), to DTC for subsequent disbursement to DTC Participants who will remit such payments to the beneficial owners of the Bonds. See “THE BONDS - Description of the Bonds.”

**Redemption.** The Bonds are subject to redemption prior to maturity as described herein. See “THE BONDS – Optional Redemption” and “-Mandatory Sinking Fund Redemption.”

**Bond Insurance.** The District has applied for bond insurance to guarantee the scheduled payment of principal of and interest on the Bonds. Whether such insurance is obtained will be determined upon the sale of the Bonds.

**MATURITY SCHEDULE**

(See inside cover)

**Cover Page.** This cover page contains certain information for general reference only. It is not a summary of all the provisions of the Bonds. Prospective investors must read the entire Official Statement to obtain information essential to making an informed investment decision.

*The Bonds will be offered when, as and if issued and accepted by the Underwriter, subject to the approval as to legality by Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel to the District, and subject to certain other conditions. Jones Hall is also serving as Disclosure Counsel to the District. Norton Rose Fulbright US LLP, Los Angeles, California is serving as counsel to the Underwriter. It is anticipated that the Bonds, in book-entry form, will be available for delivery through the facilities of DTC in New York, New York, on or about March 30, 2017.*

**STIFEL**

The date of this Official Statement is \_\_\_\_\_, 2017.

\*Preliminary, subject to change.

## MATURITY SCHEDULE

### OXNARD SCHOOL DISTRICT (Ventura County, California) General Obligation Bonds Election of 2016, Series A

Base CUSIP<sup>†</sup>: \_\_\_\_\_

<u>Maturity Date (August 1)</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Yield</u>	<u>CUSIP<sup>†</sup></u>
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*\*Preliminary; subject to change.*

*† Copyright 2017, American Bankers Association. CUSIP data herein are provided by CUSIP Global Services, managed by Standard & Poor's Capital IQ, and are provided for convenience of reference only. Neither the District nor the Underwriter assumes any responsibility for the accuracy of these CUSIP data.*



# **OXNARD SCHOOL DISTRICT**

## **BOARD OF TRUSTEES**

Ernest Morrison, *President*  
Debra M. Cordes, *Clerk*  
Denis O'Leary, *Trustee*  
Veronica Robles-Solis, *Trustee*  
Monica Madrigal Lopez, *Trustee*

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## **DISTRICT ADMINISTRATION**

Cesar Morales, Ed.D., *Superintendent*  
Lisa Cline, *Deputy Superintendent, Business & Fiscal Services*  
Robin Freeman, *Assistant Superintendent, Educational Services*  
Jesus Vaca, Ed.D., *Assistant Superintendent, Human Resources*

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## **PROFESSIONAL SERVICES**

### **FINANCIAL ADVISOR**

Caldwell Flores Winters Inc.  
*Emeryville, California*

### **BOND AND DISCLOSURE COUNSEL**

Jones Hall, A Professional Law Corporation  
*San Francisco, California*

### **BOND REGISTRAR, TRANSFER AGENT AND PAYING AGENT**

U.S. Bank Trust National Association  
*Los Angeles, California*

## GENERAL INFORMATION ABOUT THIS OFFICIAL STATEMENT

**Use of Official Statement.** This Official Statement is submitted in connection with the sale of the Bonds referred to herein and may not be reproduced or used, in whole or in part, for any other purpose. This Official Statement is not a contract between any bond owner and the District or the Underwriter.

**No Offering Except by This Official Statement.** No dealer, broker, salesperson or other person has been authorized by the District or the Underwriter to give any information or to make any representations other than those contained in this Official Statement and, if given or made, such other information or representation must not be relied upon as having been authorized by the District or the Underwriter.

**No Unlawful Offers or Solicitations.** This Official Statement does not constitute an offer to sell or the solicitation of an offer to buy nor may there be any sale of the Bonds by a person in any jurisdiction in which it is unlawful for such person to make such an offer, solicitation or sale.

**Information in Official Statement.** The information set forth in this Official Statement has been furnished by the District and other sources which are believed to be reliable, but it is not guaranteed as to accuracy or completeness.

**Estimates and Forecasts.** When used in this Official Statement and in any continuing disclosure by the District in any press release and in any oral statement made with the approval of an authorized officer of the District or any other entity described or referenced herein, the words or phrases “will likely result,” “are expected to”, “will continue”, “is anticipated”, “estimate”, “project,” “forecast”, “expect”, “intend” and similar expressions identify “forward looking statements” within the meaning of the Private Securities Litigation Reform Act of 1995. Such statements are subject to risks and uncertainties that could cause actual results to differ materially from those contemplated in such forward-looking statements. Any forecast is subject to such uncertainties. Inevitably, some assumptions used to develop the forecasts will not be realized and unanticipated events and circumstances may occur. Therefore, there are likely to be differences between forecasts and actual results, and those differences may be material. The information and expressions of opinion herein are subject to change without notice, and neither the delivery of this Official Statement nor any sale made hereunder shall, under any circumstances, give rise to any implication that there has been no change in the affairs of the District or any other entity described or referenced herein since the date hereof.

**Involvement of Underwriter.** The Underwriter has provided the following statement for inclusion in this Official Statement: The Underwriter has reviewed the information in this Official Statement in accordance with, and as a part of, its responsibilities to investors under federal securities laws as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or completeness of such information.

**Stabilization of and Changes to Offering Prices.** The Underwriter may overallot or take other steps that stabilize or maintain the market prices of the Bonds at levels above those that might otherwise prevail in the open market. If commenced, the Underwriter may discontinue such market stabilization at any time. The Underwriter may offer and sell the Bonds to certain securities dealers, dealer banks and banks acting as agent at prices lower than the public offering prices stated on the inside cover page of this Official Statement, and those public offering prices may be changed from time to time by the Underwriter.

**Document Summaries.** All summaries of the Bond Resolution or other documents referred to in this Official Statement are made subject to the provisions of such documents and qualified in their entirety to reference to such documents, and do not purport to be complete statements of any or all of such provisions.

**No Securities Laws Registration.** The Bonds have not been registered under the Securities Act of 1933, as amended, in reliance upon exceptions therein for the issuance and sale of municipal securities. The Bonds have not been registered or qualified under the securities laws of any state.

**Effective Date.** This Official Statement speaks only as of its date, and the information and expressions of opinion contained in this Official Statement are subject to change without notice. Neither the delivery of this Official Statement nor any sale of the Bonds will, under any circumstances, give rise to any implication that there has been no change in the affairs of the District, the County, the other parties described in this Official Statement, or the condition of the property within the District since the date of this Official Statement.

**Website.** The District maintains a website. However, the information presented on the website is not a part of this Official Statement and should not be relied upon in making an investment decision with respect to the Bonds.

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**\$81,000,000\***  
**OXNARD SCHOOL DISTRICT**  
**(Ventura County, California)**  
**General Obligation Bonds**  
**Election of 2016, Series A**

The purpose of this Official Statement, which includes the cover page, inside cover page and attached appendices, is to set forth certain information concerning the sale and delivery of the captioned General Obligation Bonds Election of 2016, Series A (the “**Bonds**”) by the Oxnard School District (the “**District**”).

## **INTRODUCTION**

*This Introduction is not a summary of this Official Statement. It is only a brief description of and guide to, and is qualified by, more complete and detailed information contained in the entire Official Statement and the documents summarized or described in this Official Statement. A full review should be made of the entire Official Statement. The offering of Bonds to potential investors is made only by means of the entire Official Statement.*

**The District.** The District consists of an area of 28 square miles located in the southeastern portion of Ventura County (the “**County**”). It was established in 1873 and provides kindergarten through eighth grade educational services to the residents of the City of Oxnard and a portion of the City of Port Hueneme. The District has eleven K-5 elementary schools, six K-8 schools, three 6-8 middle schools, and one special education annex. Enrollment in the District in fiscal year 2016-17 is approximately 16,797 students. See also Appendix C hereto for demographic and other statistical information regarding the City of Oxnard and the County.

**Purpose.** The net proceeds of the Bonds will be used to finance school construction and improvements as authorized by the requisite 55% of the voters of the District (the “**2016 Authorization**”) at an election held in the District on November 8, 2016 (the “**Bond Election**”). See “THE FINANCING PLAN” herein.

**Authority for Issuance of the Bonds.** The Bonds will be issued pursuant to the 2016 Authorization, certain provisions of the Government Code of the State, commencing with Section 53506 thereof (the “**Bond Law**”), and a resolution adopted by the Board of Trustees of the District on February 15, 2017 (the “**Bond Resolution**”). See “THE BONDS - Authority for Issuance” herein.

**Payment and Registration of the Bonds.** The Bonds mature in the years and in the amounts as set forth on the inside cover page hereof. The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of Cede & Co. as nominee for DTC. Purchasers will not receive physical certificates representing their interest in the Bonds. See “THE BONDS” and “APPENDIX F - DTC AND THE BOOK-ENTRY ONLY SYSTEM.”

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*\*Preliminary; subject to change.*

**Redemption.** The Bonds are subject to redemption prior to maturity as described herein. See “THE BONDS – Optional Redemption” and “– Mandatory Sinking Fund Redemption.”

**Security and Sources of Payment for the Bonds.** The Bonds are general obligation bonds of the District payable solely from *ad valorem* property taxes levied on taxable property located in the District and collected by the County. The County is empowered and is obligated to annually levy *ad valorem* taxes for the payment of interest on, and principal of, the Bonds upon all property subject to taxation by the District, without limitation of rate or amount (except with respect to certain personal property which is taxable at limited rates). See “SECURITY FOR THE BONDS.”

The District has other series of general obligation bonds outstanding that are payable from *ad valorem* taxes levied on taxable property in the District. See “DEBT SERVICE SCHEDULES” and “DISTRICT FINANCIAL INFORMATION – Existing Debt Obligations-General Obligation Bonds” in Appendix B.

**Municipal Bond Insurance.** The District has applied for bond insurance to guarantee the scheduled payment of principal of and interest on the Bonds. Whether such insurance is obtained will be determined upon the sale of the Bonds.

**Tax Matters.** Assuming compliance with certain covenants and provisions of the Internal Revenue Code of 1986, in the opinion of Bond Counsel, interest on the Bonds is not includable in gross income for federal income tax purposes although it may be includable in the calculation for certain taxes. Also in the opinion of Bond Counsel, interest on the Bonds is exempt from State of California (the “**State**”) personal income taxes. See “TAX MATTERS” herein.

**Other Information.** This Official Statement speaks only as of its date, and the information contained in this Official Statement is subject to change. Copies of documents referred to in this Official Statement and information concerning the Bonds are available from the Superintendent’s Office at Oxnard School District, 1051 South A Street, Oxnard, California 93030. The District may impose a charge for copying, mailing and handling.

## THE FINANCING PLAN

The proceeds of the Bonds will be used to finance projects approved by the voters pursuant to the 2016 Authorization, including related costs of issuance. The abbreviated form of the ballot measure is as follows:

*To acquire, construct and modernize additional classrooms and support facilities to reduce overcrowding, replace portable classrooms and older schools with new permanent facilities, increase student access to computers and modern classroom technology, improve student safety, reduce operating costs and qualify to receive State funds, shall Oxnard School District be authorized to issue up to \$142,500,000 in bonds at legal interest rates, with an independent Citizens' Oversight Committee, annual audits, and no money for administrator salaries?*

The Bonds will be the first series of general obligation bonds issued pursuant to the 2016 Authorization.

## SOURCES AND USES OF FUNDS

The estimated sources and uses of funds with respect to the Bonds are as follows:

### **Sources of Funds**

Principal Amount of Bonds  
Net Original Issue Premium

### **Total Sources**

### **Uses of Funds**

Deposit to Building Fund  
Deposit to Debt Service Fund  
Costs of Issuance<sup>(1)</sup>

### **Total Uses**

---

*(1) Estimated costs of issuance include, but are not limited to, Underwriter's discount, printing costs, and fees of Bond Counsel, Disclosure Counsel, Financial Advisor, Paying Agent, bond insurance premium, if any, and the rating agency.*

## THE BONDS

### Authority for Issuance

The Bonds will be issued under the Bond Law and the Bond Resolution.

### Description of the Bonds

The Bonds mature in the years and in the amounts and bear interest at the rates per annum all as set forth on the inside cover page hereof. Interest shall be computed based on a 360-day year of twelve 30-day months. The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of Cede & Co. as nominee for DTC. Purchasers will not receive physical certificates representing their interest in the Bonds. See “Book-Entry Only System” below and “APPENDIX F – DTC and the Book-Entry Only System.”

The Bonds will be issued in the denomination of \$5,000 principal amount each or any integral multiple thereof. Interest on the Bonds is payable semiannually on each February 1 and August 1, commencing August 1, 2017 (each, an “**Interest Payment Date**”). Each Bond will bear interest from the Interest Payment Date next preceding the date of registration and authentication thereof unless (i) it is authenticated as of an Interest Payment Date, in which event it will bear interest from such date, or (ii) it is authenticated prior to an Interest Payment Date and after the close of business on the fifteenth (15<sup>th</sup>) day of the month preceding the Interest Payment Date (the “**Record Date**”), in which event it will bear interest from such Interest Payment Date, or (iii) it is authenticated prior to July 15, 2017, in which event it will bear interest from the date of delivery thereof identified on the cover page. Notwithstanding the foregoing, if interest on any Bond is in default at the time of authentication thereof, such Bond will bear interest from the Interest Payment Date to which interest has previously been paid or made available for payment thereon. Payments of principal of and interest on the Bonds will be paid by the Paying Agent to DTC for subsequent disbursement to DTC Participants who will remit such payments to the beneficial owners of the Bonds.

See the maturity schedules on the inside cover page of this Official Statement and “DEBT SERVICE SCHEDULES” herein.

### Book-Entry Only System

The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of Cede & Co. as nominee of The Depository Trust Company, New York, New York (“**DTC**”). Purchasers of the Bonds (the “**Beneficial Owners**”) will not receive physical certificates representing their interest in the Bonds. Payments of principal of and interest on the Bonds will be paid by U.S. Bank Trust National Association, Los Angeles, California (the “**Paying Agent**”) to DTC for subsequent disbursement to DTC Participants which will remit such payments to the Beneficial Owners of the Bonds.

As long as DTC’s book-entry method is used for the Bonds, the Paying Agent will send any notice of prepayment or other notices to owners only to DTC. Any failure of DTC to advise any DTC Participant, or of any DTC Participant to notify any Beneficial Owner, of any such notice and its content or effect will not affect the validity or sufficiency of the proceedings relating to the prepayment of the Bonds called for prepayment or of any other action premised on such notice. See “APPENDIX F - DTC AND THE BOOK-ENTRY ONLY SYSTEM.”



The Paying Agent, the District, and the Underwriter of the Bonds have no responsibility or liability for payments made on account of beneficial ownership or any aspects of the records relating thereto, or for maintaining, supervising or reviewing any records relating to beneficial ownership, of interests in the Bonds.

**Optional Redemption\***

The Bonds maturing on or before August 1, 20\_\_ are not subject to redemption prior to maturity. The Bonds maturing on or after August 1, 20\_\_ are subject to redemption prior to maturity, at the option of the District, in whole or in part among maturities on such basis as shall be designated by the District and by lot within a maturity, from any available source of funds, on August 1, 20\_\_, or on any date thereafter, at a price equal to 100% of the principal amount thereof, without premium, together with accrued interest thereon to the redemption date.

**Selection of Bonds for Purpose of Redemption.** Whenever less than all of the outstanding Bonds of any one maturity are designated for redemption, the Paying Agent will select the outstanding Bonds of such maturity to be redeemed by lot in any manner deemed fair by the Paying Agent. For the purpose of selection for optional redemption, Bonds will be deemed to consist of \$5,000 portions (principal amount), and any such portion may be separately redeemed. The Bonds may all be separately redeemed.

**Mandatory Sinking Fund Redemption**

The Bonds maturing on August 1, 20\_\_, and August 1, 20\_\_ (the “**Term Bonds**”), are subject to mandatory sinking fund redemption on August 1 of each year in accordance with the schedules set forth below. The Term Bonds so called for mandatory sinking fund redemption will be redeemed in the sinking fund payments amounts and on the dates set forth below, without premium.

**Term Bonds Maturing August 1, 20\_\_**

Redemption Date (August 1)	Sinking Fund Redemption
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**Term Bonds Maturing August 1, 20\_\_**

Redemption Date (August 1)	Sinking Fund Redemption
-------------------------------	----------------------------

If any Term Bonds are redeemed pursuant to optional redemption, the total amount of all future sinking fund payments with respect to such Term Bonds shall be reduced by the aggregate principal amount of such Term Bonds so redeemed, to be allocated among such payments on a pro rata basis in integral multiples of \$5,000 principal amount (or on such other basis as the District may determine) as set forth in written notice given by the District to the Paying Agent.

*\*Preliminary, subject to change.*

## **Notice of Redemption**

The Paying Agent will cause notice of any redemption to be mailed, first class mail, postage prepaid, at least 30 days but not more than 60 days prior to the date fixed for redemption, to the respective owners of any Bonds designated for redemption, at their addresses appearing on the registration books. Notice of any redemption of Bonds shall specify: (a) the Bonds or designated portions thereof (in the case of redemption of the Bonds in part but not in whole) which are to be redeemed, (b) the date of redemption, (c) the place or places where the redemption will be made, including the name and address of the Paying Agent, (d) the redemption price, (e) the CUSIP numbers (if any) assigned to the Bonds to be redeemed, (f) the bond numbers of the Bonds to be redeemed in whole or in part and, in the case of any Bond to be redeemed in part only, the principal amount of such Bond to be redeemed, and (g) the original issue date, interest rate and stated maturity date of each Bond to be redeemed in whole or in part. Such notice shall further state that on the specified date there shall become due and payable upon each Bond or portion thereof being redeemed the redemption price thereof, and that from and after such date, interest thereon shall cease to accrue.

Neither failure to receive nor failure to send any notice of redemption nor any defect in any such redemption notice so given shall affect the sufficiency of the proceedings for the redemption of the affected Bonds.

## **Partial Redemption of Bonds**

Upon the surrender of any Bond redeemed in part only, the District will execute and the Paying Agent will authenticate and deliver to the Owner thereof a new Bond or Bonds of like tenor and maturity and of authorized denominations equal in transfer amounts to the unredeemed portion of the Bond surrendered. Such partial redemption will be valid upon payment of the amount required to be paid to such Owner, and the County and the District will be released and discharged thereupon from all liability to the extent of such payment.

## **Right to Rescind Notice of Redemption**

The District has the right to rescind any notice of the optional redemption of Bonds by written notice to the Paying Agent on or prior to the date fixed for redemption. Any notice of redemption will be cancelled and annulled if for any reason funds will not be or are not available on the date fixed for redemption for the payment in full of the Bonds then called for redemption. The District and the Paying Agent have no liability to the owners of the Bonds or any other party related to or arising from such rescission of redemption. The Paying Agent will mail notice of such rescission of redemption in the same manner as the original notice of redemption was sent under the Bond Resolution.

## **Registration, Transfer and Exchange of Bonds**

If the book entry system is discontinued, the District will cause the Paying Agent to maintain and keep at its principal corporate trust office all books and records necessary for the registration, exchange and transfer of the Bonds.

If the book entry system is discontinued, the person in whose name a Bond is registered on the Bond Register will be regarded as the absolute owner of that Bond. Payment of the principal of and interest on any Bond will be made only to or upon the order of that person;

neither the District, the County nor the Paying Agent will be affected by any notice to the contrary, but the registration may be changed as provided in the Bond Resolution.

Bonds may be exchanged at the principal corporate trust office of the Paying Agent in Los Angeles, California for a like aggregate principal amount of Bonds of authorized denominations and of the same maturity and series. Any Bond may, in accordance with its terms, but only if (i) the District determines to no longer maintain the book entry only status of the Bonds, (ii) DTC determines to discontinue providing such services and no successor securities depository is named or (iii) DTC requests the District to deliver Bond certificates to particular DTC Participants, be transferred, upon the books required to be kept pursuant to the provisions of the Bond Resolution, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Bond for cancellation at the office of the Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed.

No exchanges of Bonds shall be required to be made (a) fifteen days prior to an Interest Payment Date or the date established by the Paying Agent for selection of Bonds for redemption until the close of business on the Interest Payment Date or day on which the applicable notice of redemption is given or (b) with respect to a Bond after such Bond has been selected or called for redemption in whole or in part.

**Defeasance**

The Bonds may be paid by the District, in whole or in part, in any one or more of the following ways:

- (a) by paying or causing to be paid the principal or redemption price of and interest on such Bonds, as and when the same become due and payable;
- (b) by irrevocably depositing, in trust, at or before maturity, money or securities in the necessary amount (as provided in the Bond Resolution) to pay or redeem such Bonds; or
- (c) by delivering such Bonds to the Paying Agent for cancellation by it.

Whenever in the Bond Resolution it is provided or permitted that there be deposited with or held in trust by the Paying Agent money or securities in the necessary amount to pay or redeem any Bonds, the money or securities so to be deposited or held may be held by the Paying Agent or by any other fiduciary. Such money or securities may include money or securities held by the Paying Agent in the funds and accounts established under the Bond Resolution and will be:

- (i) lawful money of the United States of America in an amount equal to the principal amount of such Bonds and all unpaid interest thereon to maturity, except that, in the case of Bonds which are to be redeemed prior to maturity and in respect of which notice of such redemption is given as provided in the Bond Resolution or provision satisfactory to the Paying Agent is made for the giving of such notice, the amount to be deposited or held will be the principal amount or redemption price of such Bonds and all unpaid interest thereon to the redemption date; or

- (ii) Federal Securities (not callable by the issuer thereof prior to maturity) the principal of and interest on which when due, in the opinion of a certified public accountant delivered to the County and the District, will provide money sufficient to pay the principal or redemption price of and all unpaid interest to maturity, or to the redemption date, as the case may be, on the Bonds to be paid or redeemed, as such principal or redemption price and interest become due, provided that, in the case of Bonds which are to be redeemed prior to the maturity thereof, notice of such redemption is given as provided in the Bond Resolution or provision satisfactory to the Paying Agent is made for the giving of such notice.

Upon the deposit, in trust, at or before maturity, of money or Federal Securities in the necessary amount (as described above) to pay or redeem any outstanding Bond (whether upon or prior to its maturity or the redemption date of such Bond), provided that, if such Bond is to be redeemed prior to maturity, notice of such redemption has been given as provided in Bond Resolution or provision satisfactory to the Paying Agent has been made for the giving of such notice, then all liability of the District in respect of such Bond will cease and be completely discharged, except only that thereafter the owner thereof will be entitled only to payment of the principal of and interest on such Bond by the District, and the District will remain liable for such payment, but only out of such money or securities deposited with the Paying Agent for such payment.

As defined in the Bond Resolution, the term “**Federal Securities**” means United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations issued by any agency or department of the United States which are secured, directly or indirectly, by the full faith and credit of the United States.

## **APPLICATION OF PROCEEDS OF BONDS**

### **Building Fund**

The proceeds from the sale of the Bonds, to the extent of the principal amount thereof, will be paid to the County for credit of the fund created and established by the County Office of Education in the Bond Resolution and known as the “Oxnard School District General Obligation Bond, Election of 2016, Building Fund” (the “**Building Fund**”), which will be accounted for as separate and distinct from all other District and County funds. The proceeds will be used solely for the purposes for which the Bonds are being issued and for payment of permissible costs of issuance. Any excess proceeds of the Bonds not needed for the authorized purposes for which the Bonds are being issued shall be transferred to the Debt Service Fund and applied to the payment of principal of and interest on the Bonds. Interest earnings on the investment of monies held in the Building Fund will be retained in the Building Fund.

### **Debt Service Fund**

As described herein under the heading “SECURITY FOR THE BONDS - Debt Service Fund,” the County Office of Education will establish a debt service fund for the Bonds to be designated the “Election of 2016, Series A General Obligation Bonds Debt Service Fund” (the “**Debt Service Fund**”). Accrued interest and premium, if any, received by the County from the sale of the Bonds will be deposited in the Debt Service Fund which, together with the collections of *ad valorem* taxes, will be used only for payment of principal of and interest on the Bonds.

Interest earnings on the investment of monies held in the Debt Service Fund will be retained in the Debt Service Fund and used to pay the principal of and interest on the Bonds when due. Any moneys remaining in the Debt Service Fund after the Bonds and the interest thereon have been paid, will be transferred to any other interest and sinking fund for general obligation bond indebtedness of the District, and in the event there is no such debt outstanding, will be transferred to the District's general fund upon the order of the County, as provided in Section 15234 of the Education Code.

**Investment of Proceeds of Bonds**

Under California law, the District is generally required to pay all monies received from any source into the County Treasury to be held on behalf of the District. All amounts deposited into the Debt Service Fund, as well as proceeds of taxes held therein for payment of the Bonds, shall be invested at the sole discretion of the County Treasurer pursuant to law and the investment policy of the County. All amounts deposited in the Building Fund of the District shall be invested at the sole discretion of the County Treasurer. See Appendix G for the County's current Investment Policy and recent quarterly report. The County neither monitors investments for arbitrage compliance, nor does it perform arbitrage calculations. The District shall maintain or cause to be maintained detailed records with respect to the applicable proceeds.

## DEBT SERVICE SCHEDULES

**The Bonds.** The following table shows the debt service schedule with respect to the Bonds (assuming no optional redemptions).

### OXNARD SCHOOL DISTRICT Series A Bonds Debt Service Schedule

Bond Year Ending August 1	Principal	Interest	Total Debt Service
2018			
2019			
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			
2030			
2031			
2032			
2033			
2034			
2035			
2036			
2037			
2038			
2039			
2040			
2041			
2042			
2043			
2044			
2045			
2046			
Total			

**Aggregate General Obligation Bond Debt Service Schedule.** The District has outstanding general obligation bond indebtedness from authorizations received in 2006 and 2012, as well as refunding bonded indebtedness, the proceeds of which have been applied to the refunding of general obligation bonds of the District, which are secured by *ad valorem* taxes that the County is obligated to levy, without limit as to rate or amount, and which are payable on the same basis as the Bonds. See “SECURITY FOR THE BONDS.” The following table shows combined annual debt service for outstanding general obligation bonds and refunding general obligation bonds, together with debt service on the Bonds described herein (assuming no optional redemptions). See “DISTRICT FINANCIAL INFORMATION – Existing Debt Obligations- General Obligation Bonds” in Appendix B for a description of the District’s outstanding general obligation bonds.

**OXNARD SCHOOL DISTRICT  
Combined General Obligation Bonds Debt Service Schedule**

Period Ending (August 1)	2006 Authorization	2012 Authorization	Refunding GOBs	The Bonds	Total
2017	\$2,105,425.00	\$2,532,726.94			
2018	2,190,825.00	4,640,405.10			
2019	2,275,825.00	4,164,731.25			
2020	2,370,225.00	3,765,181.25			
2021	2,463,425.00	3,918,981.25			
2022	2,562,937.50	4,071,381.25			
2023	2,662,725.00	4,234,831.25			
2024	2,769,650.00	4,404,631.25			
2025	2,880,150.00	4,582,781.25			
2026	2,999,150.00	4,761,131.25			
2027	3,120,000.00	4,951,881.25			
2028	3,245,000.00	5,150,443.75			
2029	3,370,000.00	5,358,006.25			
2030	3,505,000.00	5,572,493.75			
2031	3,650,000.00	5,792,531.25			
2032	3,795,000.00	6,028,337.50			
2033	3,945,000.00	6,266,875.00			
2034	-	6,519,581.25			
2035	-	6,779,600.00			
2036	-	7,051,175.00			
2037	-	7,330,837.50			
2038	-	7,629,100.00			
2039	-	7,933,706.26			
2040	-	8,247,818.76			
2041	-	8,576,850.00			
2042	-	8,921,850.00			
2043	-	5,369,875.00			
2044	-	5,563,675.00			
<b>TOTAL</b>	<b>\$49,910,337.50</b>	<b>\$160,121,419.56</b>			

## SECURITY FOR THE BONDS

### **Ad Valorem Taxes**

**Bonds Payable from Ad Valorem Property Taxes.** The Bonds are general obligations of the District, payable solely from *ad valorem* property taxes levied on taxable property in the District and collected by the County. The County is empowered and is obligated to annually levy *ad valorem* taxes for the payment of the Bonds and the interest thereon upon all property within the District subject to taxation by the District, without limitation of rate or amount (except certain personal property which is taxable at limited rates).

**Other Bonds Payable from Ad Valorem Property Taxes.** The District has other general obligation bond and refunding bond issues outstanding which are payable from *ad valorem* taxes. In addition to the general obligation bonds issued by the District, there is other debt issued by entities with jurisdiction in the District, which is payable from *ad valorem* taxes levied on parcels in the District. See "PROPERTY TAXATION – Tax Rates" and "- Direct and Overlapping Debt" below.

**Levy and Collection.** The County will levy and collect such *ad valorem* taxes in such amounts and at such times as is necessary to ensure the timely payment of debt service. Such taxes, when collected, will be deposited into a debt service fund for the Bonds, which is maintained by the County and which is irrevocably pledged for the payment of principal of and interest on the Bonds when due.

District property taxes are assessed and collected by the County in the same manner and at the same time, and in the same installments as other *ad valorem* taxes on real property, and will have the same priority, become delinquent at the same times and in the same proportionate amounts, and bear the same proportionate penalties and interest after delinquency, as do the other *ad valorem* taxes on real property.

**Statutory Lien on Ad Valorem Tax Revenues.** Pursuant to Senate Bill 222 effective January 1, 2016, voter approved general obligation bonds which are secured by *ad valorem* tax collections, including the Bonds, are secured by a statutory lien on all revenues received pursuant to the levy and collection of the property tax imposed to service those bonds. Said lien attaches automatically and is valid and binding from the time the bonds are executed and delivered. The lien is enforceable against the District, its successors, transferees, and creditors, and all others asserting rights therein, irrespective of whether those parties have notice of the lien and without the need for any further act.

**Annual Tax Rates.** The amount of the annual *ad valorem* tax levied by the County to repay the Bonds will be determined by the relationship between the assessed valuation of taxable property in the District and the amount of debt service due on the Bonds. Fluctuations in the annual debt service on the Bonds and the assessed value of taxable property in the District may cause the annual tax rate to fluctuate.

Economic and other factors beyond the District's control, such as economic recession, deflation of property values, a relocation out of the District or financial difficulty or bankruptcy by one or more major property taxpayers, or the complete or partial destruction of taxable property caused by, among other eventualities, drought, earthquake, flood, fire or other natural disaster, could cause a reduction in the assessed value within the District and necessitate a corresponding increase in the annual tax rate.



**Debt Service Fund**

The County Office of Education will establish a Debt Service Fund (the “**Debt Service Fund**”) for the Bonds, which will be established as a separate fund to be maintained distinct from all other funds of the County and the Office of Education. All taxes levied by the County for the payment of the principal of and interest and premium (if any) on the Bonds will be deposited in the Debt Service Fund promptly upon its receipt. The Debt Service Fund is pledged for the payment of the principal of and interest and premium (if any) on the Bonds when and as the same become due. The County Office of Education will transfer amounts in the Debt Service Fund to the Paying Agent to the extent necessary to pay the principal of and interest and premium (if any) on the Bonds as the same becomes due and payable.

If, after payment in full of the Bonds, any amounts remain on deposit in the Debt Service Fund, the District shall transfer such amounts to its general fund, to be applied solely in a manner which is consistent with the requirements of applicable state and federal tax law.

**Not a County Obligation**

The Bonds are payable solely from the proceeds of an *ad valorem* tax levied and collected by the County, for the payment of principal of and interest on the Bonds. Although the County is obligated to collect the *ad valorem* tax for the payment of the Bonds, the Bonds are not a debt of the County.

## PROPERTY TAXATION

### Property Tax Collection Procedures

In California, property which is subject to *ad valorem* taxes is classified as “secured” or “unsecured.” The “secured roll” is that part of the assessment roll containing State assessed public utilities’ property and real property, the taxes on which create a lien on such property sufficient, in the opinion of the county assessor, to secure payment of the taxes. A tax levied on unsecured property does not become a lien against such unsecured property, but may become a lien on certain other property owned by the taxpayer. Every tax which becomes a lien on secured property has priority over all other liens arising pursuant to State law on such secured property, regardless of the time of the creation of the other liens. Secured and unsecured property are entered separately on the assessment roll maintained by the county assessor. The method of collecting delinquent taxes is substantially different for the two classifications of property.

Property taxes on the secured roll are due in two installments, on November 1 and February 1 of each fiscal year. If unpaid, such taxes become delinquent after December 10 and April 10, respectively, and a 10% penalty attaches to any delinquent payment. In addition, property on the secured roll with respect to which taxes are delinquent is declared tax defaulted on or about June 30 of the fiscal year. Such property may thereafter be redeemed by payment of the delinquent taxes and a delinquency penalty, plus a redemption penalty of 1-1/2% per month to the time of redemption. The exclusive means of enforcing the payment of delinquent taxes in respect of property on the secured roll is the sale of the property securing the taxes for the amount of taxes which are delinquent. If taxes are unpaid for a period of five years or more, the property is subject to sale by the County.

Property taxes are levied for each fiscal year on taxable real and personal property situated in the taxing jurisdiction as of the preceding January 1. A bill enacted in 1983, SB813 (Statutes of 1983, Chapter 498), however, provided for the supplemental assessment and taxation of property as of the occurrence of a change of ownership or completion of new construction. Thus, this legislation eliminated delays in the realization of increased property taxes from new assessments. As amended, SB813 provided increased revenue to taxing jurisdictions to the extent that supplemental assessments of new construction or changes of ownership occur subsequent to the January 1 lien date and result in increased assessed value.

Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid on the following August 31. A 10% penalty is also attached to delinquent taxes in respect of property on the unsecured roll, and further, an additional penalty of 1-1/2% per month accrues with respect to such taxes beginning the first day of the third month following the delinquency date. The taxing authority has four ways of collecting unsecured personal property taxes: (1) a civil action against the taxpayer; (2) filing a certificate in the office of the county clerk specifying certain facts in order to obtain a judgment lien on certain property of the taxpayer; (3) filing a certificate of delinquency for record in the county recorder’s office, in order to obtain a lien on certain property of the taxpayer; and (4) seizure and sale of personal property, improvements or possessory interests belonging or assessed to the assessee.

**Taxation of State-Assessed Utility Property**

The State Constitution provides that most classes of property owned or used by regulated utilities be assessed by the State Board of Equalization (“SBE”) and taxed locally. Property valued by the SBE as an operating unit in a primary function of the utility taxpayer is known as “unitary property,” a concept designed to permit assessment of the utility as a going concern rather than assessment of each individual element of real and personal property owned by the utility taxpayer. State-assessed unitary and “operating nonunitary” property (which excludes nonunitary property of regulated railways) is allocated to the counties based on the situs of the various components of the unitary property. Except for unitary property of regulated railways and certain other excepted property, all unitary and operating nonunitary property is taxed at special county-wide rates and tax proceeds are distributed to taxing jurisdictions according to statutory formulae generally based on the distribution of taxes in the prior year.

**Assessed Valuation**

**Assessed Valuation History.** The table below shows a recent history of the District’s assessed valuation.

**OXNARD SCHOOL DISTRICT  
Assessed Valuation  
Fiscal Year 2007-08 through Fiscal Year 2016-17**

Fiscal Year	Local Secured	Utility	Unsecured	Total Before Redevelopment Increment	% Change
2008-09	\$10,289,763,060	\$44,811,506	\$588,785,515	\$10,923,360,081	--
2009-10	9,586,571,904	48,411,506	621,989,118	10,256,972,528	(6.5)%
2010-11	9,534,052,884	76,631,223	612,272,200	10,222,956,307	(0.3)
2011-12	9,474,840,551	66,837,369	587,163,739	10,128,841,659	(0.9)
2012-13	9,577,905,562	53,637,640	593,233,603	10,224,776,805	0.9
2013-14	9,875,630,783	34,435,156	613,236,660	10,523,302,599	2.9
2014-15	10,597,503,942	39,593,576	621,441,796	11,258,539,314	7.9
2015-16	11,159,738,946	35,923,728	615,391,189	11,811,053,863	4.9
2016-17	11,572,450,695	27,821,419	630,809,104	12,231,081,218	3.6

*Source: California Municipal Statistics, Inc.*

As indicated in the previous table, assessed valuations are subject to change in each year. Increases or decreases in assessed valuation may result from a variety of factors including but not limited to general economic conditions, supply and demand for real property in the area, government regulations such as zoning, and natural disasters such as earthquakes, fires, floods and droughts. With respect to droughts specifically, the State of California is currently facing water shortfalls, and on January 17, 2014, the Governor declared a state of drought emergency, calling on Californians to conserve water. As part of his declaration, the Governor directed State officials to assist agricultural producers and communities that may be economically impacted by dry conditions. Thereafter, the California State Water Resources Control Board (the “Water Board”) issued a statewide notice of water shortages and potential future curtailment of water right diversions. On April 1, 2015, the Governor issued an executive order mandating certain conservation, which were implemented by an emergency regulation adopted by the Water Board on May 5, 2015. The temporary conservation measures have been extended and amended by subsequent executive orders of the Governor and related Water Board regulations, most recently with implementation of a “stress test” approach of water

conservation, which requires local urban water agencies to ensure a three-year supply of water assuming three years of drought conditions. Those agencies with projected shortages are required to implement conservation measures through January 2017. On November 30, 2016, the California Department of Water Resources (the “DWR”), in collaboration with the State Water Resource Control Board, the Public Utilities Commission, Department of Food and Agriculture, and the Energy Commission, released a draft plan that seeks to make conservation a way of life by providing standards for achieving long-term efficient water use. The draft plan implements previous executive orders made by the Governor which include eliminating water waste, strengthening local drought resilience, and improving agricultural water use efficiency and drought-planning. The initial 2017 State Water Project (the “SWP”) allocation, a percentage of the total water requests from 29 public water agencies served by the SWP, will be 20%. The District cannot predict or make any representations regarding the effects that the current drought has had, or, if it should continue, may have on the value of taxable property within the District, or to what extent the drought could cause disruptions to economic activity within the boundaries of the District.

**Assessed Valuation by Land Use.** The table below shows the land use of property within the District, as measured by assessed valuation and the number of parcels for fiscal year 201-17. As shown, the majority of the District’s assessed valuation is represented by residential property.

**OXNARD SCHOOL DISTRICT  
Assessed Valuation and Parcels by Land Use  
Fiscal Year 2016-17**

<b>Non-Residential:</b>	<b>2016-17 Assessed Valuation <sup>(1)</sup></b>	<b>% of Total</b>	<b>No. of Parcels</b>	<b>% of Total</b>
Agricultural	\$177,250,373	1.53%	127	0.40%
Commercial	716,895,002	6.19	853	2.69
Vacant Commercial	20,482,619	0.18	116	0.37
Industrial/Food Processing	1,303,724,317	11.27	617	1.95
Oil & Gas Production	211,849,112	1.83	42	0.13
Vacant Industrial	11,238,067	0.10	173	0.55
Recreational	16,074,418	0.14	28	0.09
Government/Social/Institutional	12,382,864	0.11	487	1.54
Miscellaneous	30,215,402	0.26	263	0.83
Subtotal Non-Residential	\$2,500,112,174	21.60%	2,706	8.55%
<b>Residential:</b>				
Single-Family Residence	\$6,418,668,950	55.47%	18,617	58.79%
Condominium/Townhouse	1,798,911,375	15.54	6,551	20.69
Mobile Home	8,953,731	0.08	653	2.06
Mobile Home Park	11,420,529	0.10	8	0.03
2-4 Residential Units	294,285,040	2.54	913	2.88
5+ Residential Units/Apartments	387,056,258	3.34	289	0.91
Hotel/Motel	68,320,309	0.59	59	0.19
Timeshare	370,879	0.00	1,647	5.20
Vacant Residential	84,351,450	0.73	222	0.70
Subtotal Residential	\$9,072,338,521	78.40%	28,959	91.45%
<b>Total</b>	<b>\$11,572,450,695</b>	<b>100.00%</b>	<b>31,665</b>	<b>100.00%</b>

(1) Local secured assessed valuation, excluding tax-exempt property.  
Source: California Municipal Statistics, Inc.

**Assessed Valuation of Single-Family Residential Parcels.** The table below shows the breakdown of the assessed valuations of improved single-family residential parcels in the District for fiscal year 2016-17.

**OXNARD SCHOOL DISTRICT  
Per Parcel 2016-7 Assessed Valuation of Single Family Homes**

	<u>No. of Parcels</u>	<u>2016-17 Assessed Valuation</u>	<u>Average Assessed Valuation</u>	<u>Median Assessed Valuation</u>
Single-Family Residential	18,617	\$6,418,668,950	\$344,775	\$305,306

<u>2016-17 Assessed Valuation</u>	<u>No. of Parcels</u>	<u>% of Total</u>	<u>Cumulative % of Total</u>	<u>Total Valuation</u>	<u>% of Total</u>	<u>Cumulative % of Total</u>
\$0 - \$49,999	918	4.931%	4.931%	\$37,147,966	0.579%	0.579%
\$50,000 - \$99,999	1,653	8.879	13.810	116,965,898	1.822	2.401
\$100,000 - \$149,999	977	5.248	19.058	122,126,044	1.903	4.304
\$150,000 - \$199,999	1,261	6.773	25.831	224,254,793	3.494	7.797
\$200,000 - \$249,999	2,127	11.425	37.256	482,181,731	7.512	15.310
\$250,000 - \$299,999	2,120	11.387	48.644	582,025,379	9.068	24.377
\$300,000 - \$349,999	2,176	11.688	60.332	706,510,632	11.007	35.384
\$350,000 - \$399,999	1,902	10.216	70.548	711,264,590	11.081	46.466
\$400,000 - \$449,999	1,432	7.692	78.240	607,357,800	9.462	55.928
\$450,000 - \$499,999	1,001	5.377	83.617	474,226,871	7.388	63.316
\$500,000 - \$549,999	747	4.012	87.630	391,592,122	6.101	69.417
\$550,000 - \$599,999	522	2.804	90.433	299,006,828	4.658	74.075
\$600,000 - \$649,999	363	1.950	92.383	226,351,481	3.526	77.602
\$650,000 - \$699,999	321	1.724	94.108	216,707,449	3.376	80.978
\$700,000 - \$749,999	225	1.209	95.316	162,433,583	2.531	83.509
\$750,000 - \$799,999	132	0.709	96.025	102,277,384	1.593	85.102
\$800,000 - \$849,999	89	0.478	96.503	73,202,109	1.140	86.243
\$850,000 - \$899,999	87	0.467	96.971	76,143,254	1.186	87.429
\$900,000 - \$949,999	55	0.295	97.266	50,770,391	0.791	88.220
\$950,000 - \$999,999	71	0.381	97.647	69,122,303	1.077	89.297
\$1,000,000 and greater	438	2.353	100.000	687,000,342	10.703	100.000
<b>Total</b>	<b>18,617</b>	<b>100.000%</b>		<b>\$6,418,668,950</b>	<b>100.000%</b>	

(1) Improved single-family residential parcels. Excludes condominiums and parcels with multiple-family units.  
Source: California Municipal Statistics, Inc.

**Reassessments and Appeals of Assessed Value**

Reassessment or appeals of assessed values could adversely impact property tax revenues within the District.

Appeals may be based on Proposition 8 of November 1978, which requires that for each January 1 lien date, the taxable value of real property must be the lesser of its base year value, annually adjusted by the inflation factor pursuant to Article XIII A of the State Constitution, or its full cash value, taking into account reductions in value due to damage, destruction, depreciation, obsolescence, removal of property or other factors causing a decline in value. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS – Article XIII A of the California Constitution" in Appendix B.

Under California law, property owners may apply for a Proposition 8 reduction of their property tax assessment by filing a written application, in form prescribed by the State Board of Equalization, with the County board of equalization or assessment appeals board. In most cases, the appeal is filed because the applicant believes that present market conditions (such

as residential home prices) cause the property to be worth less than its current assessed value. Proposition 8 reductions may also be unilaterally applied by the County Assessor.

Any reduction in the assessment ultimately granted as a result of such appeal applies to the year for which application is made and during which the written application was filed. These reductions are subject to yearly reappraisals and are adjusted back to their original values when market conditions improve. Once the property has regained its prior value, adjusted for inflation, it once again is subject to the annual inflationary factor growth rate allowed under Article XIII A.

A second type of assessment appeal involves a challenge to the base year value of an assessed property. Appeals for reduction in the base year value of an assessment, if successful, reduce the assessment for the year in which the appeal is taken and prospectively thereafter. The base year is determined by the completion date of new construction or the date of change of ownership. Any base year appeal must be made within four years of the change of ownership or new construction date.

The District cannot predict the changes in assessed values that might result from pending or future appeals by taxpayers. Any reduction in aggregate District assessed valuation due to appeals, as with any reduction in assessed valuation due to other causes, will cause the tax rate levied to repay the Bonds to increase accordingly, so that the fixed debt service on the Bonds (and other outstanding general obligation bonds) may be paid.

**Tax Rates**

The table below summarizes the total *ad valorem* tax rates levied by all taxing entities for property in the District which lies in Tax Rate Area 3-001 during fiscal years 2012-13 through 2016-17.

**OXNARD SCHOOL DISTRICT  
Typical Tax Rates  
(TRA 3-001)  
Dollars per \$100 of Assessed Valuation  
Fiscal Years 2012-2013 through 2016-17**

	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
1% General Fund Levy	1.000000	1.000000	1.000000	1.000000	1.000000
Oxnard School District	.085100	.102200	.106500	0.099200	.092100
Oxnard Union HSD	.019900	.032500	.017800	0.028200	.022100
Ventura CCD	.019100	.016700	.017600	0.013000	.015500
Metropolitan Water District	.003500	.003500	.003500	0.003500	.003500
City of Oxnard	.076637	.076637	.076637	0.067563	.047429
<b>Total</b>	<b>1.204237</b>	<b>1.231537</b>	<b>1.222037</b>	<b>1.211463</b>	<b>1.180629</b>

Source: California Municipal Statistics, Inc.

## Tax Levies and Delinquencies

The District's total secured tax collections and delinquencies are apportioned on a County-wide basis, according to the District's designated tax rate amount. Therefore, the total secured tax levies, as well as collections and delinquencies reported, do not represent the actual secured tax levies, collections and delinquencies of tax payers within the tax areas of the District. In addition, the District's total secured tax levy does not include special assessments, supplemental taxes or other charges which have been assessed on property within the District or other tax rate areas of the County.

The County has adopted the Alternative Method of Distribution of Tax Levies and Collections and of Tax Sale Proceeds (the "**Teeter Plan**") as provided for in the State Revenue and Taxation Code, which requires the County to pay 100% of secured property taxes due to local agencies in the fiscal year such taxes are due. Under these provisions, each county operating under the Teeter Plan establishes a delinquency reserve and assumes responsibility for all secured delinquencies, assuming that certain conditions are met.

Because of this method of tax collection, the K-12 districts located in counties operating under the Teeter Plan and participating in the Teeter Plan are assured of 100% collection of their secured tax levies if the conditions established under the applicable county's Teeter Plan are met. However, such districts are no longer entitled to share in any penalties due on delinquent payments or in the interest which accrues on delinquent payments.

The Teeter Plan is to remain in effect unless the Board of Supervisors orders its discontinuance or unless, prior to the commencement of any fiscal year of the County (which commences on July 1), the Board of Supervisors has received a petition for its discontinuance joined in by resolutions adopted by two thirds of the participating revenue districts in the County, in which event the Board of Supervisors is required to order discontinuance of the Teeter Plan effective at the commencement of the subsequent fiscal year.

The Board of Supervisors may, by resolution adopted not later than July 15 of the fiscal year for which it is to apply after holding a public hearing on the matter, discontinue the procedures under the Teeter Plan with respect to any tax levying agency or assessment levying agency in the County if the rate of secured tax delinquency in that agency in any year exceeds 3% of the total of all taxes and assessments levied on the secured rolls for that agency. In the event that the Teeter Plan was terminated, the amount of the levy of *ad valorem* taxes in the District would depend upon the collections of the *ad valorem* property taxes and delinquency rates experienced with respect to the parcels within the District.

So long as the Teeter Plan remains in effect with respect to the District, the District's receipt of revenues with respect to the levy of *ad valorem* property taxes will not be dependent upon actual collections of the *ad valorem* property taxes by the County.

The following table shows secured tax charges and delinquencies for secured property in the District for property within the District for fiscal years 2010-11 through 2015-16.

**OXNARD SCHOOL DISTRICT  
Secured Tax Charges and Delinquencies  
Fiscal Years 2010-11 Through 2015-16**

<b>Fiscal Year</b>	<b>Secured Tax Charge <sup>(1)</sup></b>	<b>Amount Delinquent June 30</b>	<b>Percent Delinquent June 30</b>
2010-11	\$18,765,320	\$357,250	1.90%
2011-12	18,542,778	266,915	1.44
2012-13	18,752,651	257,067	1.37
2013-14	19,310,523	175,741	0.91
2014-15	20,727,531	171,390	0.83
2015-16	21,915,073	299,222	1.37

(1) 1% General Fund apportionment.  
Source: California Municipal Statistics, Inc.

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**Major Taxpayers**

The twenty taxpayers in the District with the greatest combined assessed valuation of secured taxable property on the fiscal year 2016-17 tax roll, and the assessed valuations thereof, are shown below.

The more property (by assessed value) which is owned by a single taxpayer in the District, the greater amount of tax collections are exposed to weaknesses in the taxpayer's financial situation and ability or willingness to pay property taxes. Each taxpayer listed below is a unique name listed on the tax rolls. The District cannot determine from County assessment records whether individual persons, corporations or other organizations are liable for tax payments with respect to multiple properties held in various names that in aggregate may be larger than is suggested by the table below.

**OXNARD SCHOOL DISTRICT  
Largest 2016-17 Local Secured Taxpayers**

	<u>Property Owner</u>	<u>Primary Land Use</u>	<u>2016-17 Assessed Valuation</u>	<u>% of Total <sup>(1)</sup></u>
1.	Vintage Production CA LLC	Oil & Gas Production	\$199,830,337	1.73%
2.	F. Oliveira Ranch Co., Lessor	Shopping Center	68,932,631	0.60
3.	BG Terminal CA LLC, Lessor	Industrial	67,468,159	0.58
4.	PEGH Investments LLC	Industrial	60,083,827	0.52
5.	Seminis Vegetable Seeds Inc.	Industrial	49,905,227	0.43
6.	Centerpoint Mall LLC	Shopping Center	49,634,238	0.43
7.	Sysco Foods Services of Ventura	Industrial	42,267,210	0.37
8.	Cedar Cresting LP	Apartments	39,371,550	0.34
9.	MPL Property Holdings LLC	Residential Land	33,395,993	0.29
10.	Western Precooling Systems	Industrial	32,975,768	0.28
11.	EF Oxnard LLC	Industrial	32,290,326	0.28
12.	Ostrow Partnership	Shopping Center	29,770,652	0.26
13.	Swift Investments Co.	Shopping Center	29,767,539	0.26
14.	ROIC California LLC	Shopping Center	28,327,034	0.24
15.	Rexford Industrial Realty LP	Industrial	27,128,222	0.23
16.	Boskovich Farms Inc.	Industrial	26,755,471	0.23
17.	Raypak Inc.	Industrial	25,999,149	0.22
18.	Deardorff-Jackson Co.	Industrial	25,731,738	0.22
19.	John McGrath Family Partnership LP	Commercial Properties	24,810,933	0.21
20.	Bill and Sandra Spears Trust	Industrial	23,527,656	0.20
			<u>\$917,973,660</u>	<u>7.93%</u>

(1) 2016-17 Local secured assessed valuation: \$11,572,450,695.  
Source: California Municipal Statistics, Inc.

## **Direct and Overlapping Debt**

Set forth below is a direct and overlapping debt report (the “**Debt Report**”) prepared by California Municipal Statistics, Inc. for debt issued as of February 1, 2017. The Debt Report is included for general information purposes only. The District has not reviewed the Debt Report for completeness or accuracy and makes no representation in connection therewith.

The Debt Report generally includes long-term obligations sold in the public credit markets by public agencies whose boundaries overlap the boundaries of the District in whole or in part. Such long-term obligations generally are not payable from revenues of the District (except as indicated) nor are they necessarily obligations secured by land within the District. In many cases, long-term obligations issued by a public agency are payable only from the general fund or other revenues of such public agency.

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**OXNARD SCHOOL DISTRICT**  
**Statement of Direct and Overlapping Bonded Debt**  
**Dated as of February 1, 2017**

**2016-17 Assessed Valuation:** \$12,231,081,218

<u><b>DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT:</b></u>	<u><b>% Applicable</b></u>	<u><b>Debt 3/1/17</b></u>
Metropolitan Water District	0.463%	\$ 347,184
Ventura County Community College District	9.934	28,892,455
Oxnard Union High School District	30.759	48,078,475
<b>Oxnard School District</b>	<b>100.000</b>	<b>176,793,788<sup>(1)(2)</sup></b>
City of Oxnard Community Facilities District No. 1	100.000	7,960,000
City of Oxnard Community Facilities District No. 3	100.000	26,340,000
City of Oxnard 1915 Act Bonds (Estimate)	Various	2,437,886
<b>TOTAL DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT</b>		<b>\$290,849,788</b>
<u><b>DIRECT AND OVERLAPPING GENERAL FUND DEBT:</b></u>		
Ventura County Certificates of Participation	9.931%	\$ 34,440,211
Ventura County Superintendent of Schools Certificates of Participation	9.931	997,072
Oxnard Union High School District Certificates of Participation	30.759	1,445,058
<b>Oxnard School District Certificates of Participation</b>	<b>100.000</b>	<b>11,791,000</b>
City of Oxnard General Fund Obligation	61.118	50,293,386
City of Port Hueneme General Fund Obligations	36.211	470,743
City of Port Hueneme Pension Obligation Bonds	36.211	1,639,047
City of San Buenaventura General Fund Obligations	0.013	4,015
<b>TOTAL DIRECT AND OVERLAPPING GENERAL FUND DEBT</b>		<b>\$101,080,532</b>
<u><b>OVERLAPPING TAX INCREMENT DEBT (Successor Agency):</b></u>		
Oxnard Redevelopment Agency H.E.R.O. Project Area	35.568%	\$ 6,857,510
Oxnard Redevelopment Agency Merged Project Area	100.000	9,920,000
<b>TOTAL OVERLAPPING TAX INCREMENT DEBT</b>		<b>\$16,777,510</b>
<b>COMBINED TOTAL DEBT</b>		<b>\$408,707,830<sup>(3)</sup></b>

**Ratios to 2016-17 Assessed Valuation:**

<b>Direct Debt (\$176,793,788)</b> .....	<b>1.45%</b>
Total Direct and Overlapping Tax and Assessment Debt.....	2.38%
<b>Combined Direct Debt (\$188,584,788)</b> .....	<b>1.54%</b>
Combined Total Debt.....	3.34%

**Ratios to Redevelopment Incremental Valuation (\$1,114,115,995):**

Overlapping Tax Increment Debt.....	1.51%
-------------------------------------	-------

(1) Excludes accreted value of capital appreciation bonds.

(2) Excludes the Bonds.

(3) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and non-bonded capital lease obligations.

Source: California Municipal Statistics, Inc.

## TAX MATTERS

### Tax Exemption

**Federal Tax Status.** In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, however to the qualifications set forth below, under existing law, the interest on the Bonds is excluded from gross income for federal income tax purposes and such interest is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, although for the purpose of computing the alternative minimum tax imposed on certain corporations, such interest is taken into account in determining certain income and earnings.

The opinions set forth in the preceding paragraph are subject to the condition that the District comply with all requirements of the Internal Revenue Code of 1986, as amended (the "**Tax Code**") that must be satisfied subsequent to the issuance of the Bonds. The District has covenanted to comply with each such requirement. Failure to comply with certain of such requirements may cause the inclusion of such interest in gross income for federal income tax purposes to be retroactive to the date of issuance of the Bonds. Bond Counsel expresses no opinion regarding other federal tax consequences arising with respect to the ownership, sale or disposition of the Bonds, or the amount, accrual or receipt of interest on the Bonds.

**Tax Treatment of Original Issue Discount and Premium.** If the initial offering price to the public (excluding bond houses and brokers) at which a Bond is sold is less than the amount payable at maturity thereof, then such difference constitutes "**original issue discount**" for purposes of federal income taxes and State of California personal income taxes. If the initial offering price to the public (excluding bond houses and brokers) at which a Bond is sold is greater than the amount payable at maturity thereof, then such difference constitutes "**original issue premium**" for purposes of federal income taxes and State of California personal income taxes. *De minimis* original issue discount and original issue premium is disregarded.

Under the Tax Code, original issue discount is treated as interest excluded from federal gross income and exempt from State of California personal income taxes to the extent properly allocable to each owner thereof subject to the limitations described in the first paragraph of this section. The original issue discount accrues over the term to maturity of the Bond on the basis of a constant interest rate compounded on each interest or principal payment date (with straight-line interpolations between compounding dates). The amount of original issue discount accruing during each period is added to the adjusted basis of such Bonds to determine taxable gain upon disposition (including sale, redemption, or payment on maturity) of such Bond. The Tax Code contains certain provisions relating to the accrual of original issue discount in the case of purchasers of the Bonds who purchase the Bonds after the initial offering of a substantial amount of such maturity. Owners of such Bonds should consult their own tax advisors with respect to the tax consequences of ownership of Bonds with original issue discount, including the treatment of purchasers who do not purchase in the original offering, the allowance of a deduction for any loss on a sale or other disposition, and the treatment of accrued original issue discount on such Bonds under federal individual and corporate alternative minimum taxes.

Under the Tax Code, original issue premium is amortized on an annual basis over the term of the Bond (said term being the shorter of the Bond's maturity date or its call date). The amount of original issue premium amortized each year reduces the adjusted basis of the owner of the Bond for purposes of determining taxable gain or loss upon disposition. The amount of

original issue premium on a Bond is amortized each year over the term to maturity of the Bond on the basis of a constant interest rate compounded on each interest or principal payment date (with straight-line interpolations between compounding dates). Amortized bond premium is not deductible for federal income tax purposes. Owners of premium Bonds, including purchasers who do not purchase in the original offering, should consult their own tax advisors with respect to State of California personal income tax and federal income tax consequences of owning such Bonds.

**California Tax Status.** In the further opinion of Bond Counsel, interest on the Bonds is exempt from California personal income taxes.

### **Other Tax Considerations**

Owners of the Bonds should also be aware that the ownership or disposition of, or the accrual or receipt of interest on, the Bonds may have federal or state tax consequences other than as described above. Bond Counsel expresses no opinion regarding any federal or state tax consequences arising with respect to the Bonds other than as expressly described above.

Future legislation, if enacted into law, or clarification of the Tax Code may cause interest on the Bonds to be subject, directly or indirectly, to federal income taxation, or otherwise prevent owners of the Bonds from realizing the full current benefit of the tax status of such interest. The introduction or enactment of any such future legislation or clarification of the Tax Code may also affect the market price for, or marketability of, the Bonds. Prospective purchasers of the Bonds should consult their own tax advisors regarding any pending or proposed federal tax legislation, as to which Bond Counsel expresses no opinion.

**Form of Opinion.** A copy of the proposed form of opinion of Bond Counsel is attached hereto as Appendix D.

## CERTAIN LEGAL MATTERS

### Legality for Investment

Under provisions of the California Financial Code, the Bonds are legal investments for commercial banks in California to the extent that the Bonds, in the informed opinion of the bank, are prudent for the investment of funds of depositors, and under provisions of the California Government Code, the Bonds are eligible to secure deposits of public moneys in California.

### Absence of Litigation

No litigation is pending or threatened concerning the validity of the Bonds, and a certificate to that effect will be furnished to purchasers at the time of the original delivery of the Bonds. The District is not aware of any litigation pending or threatened that (i) questions the political existence of the District, (ii) contests the District's ability to receive *ad valorem* taxes or to collect other revenues or (iii) contests the District's ability to issue and retire the Bonds.

The District is routinely subject to lawsuits and claims. In the opinion of the District, the aggregate amount of the uninsured liabilities of the District under these lawsuits and claims will not materially affect the financial position or operations of the District.

### Compensation of Certain Professionals

Payment of the fees and expenses of Jones Hall, A Professional Law Corporation, as Bond Counsel and Disclosure Counsel to the District, Norton Rose Fulbright US LLP, as Underwriter's Counsel, and Caldwell Flores Winters Inc., as financial advisor to the District, is contingent upon issuance of the Bonds.

## CONTINUING DISCLOSURE

The District will execute a Continuing Disclosure Certificate in connection with the issuance of the Bonds in the form attached hereto as Appendix E. The District has covenanted therein, for the benefit of holders and beneficial owners of the Bonds to provide certain financial information and operating data relating to the District to the Municipal Securities Rulemaking Board (an "**Annual Report**") not later than nine months after the end of the District's fiscal year (which currently would be March 31), commencing March 31, 2018 with the report for the 2016-17 Fiscal Year, and to provide notices of the occurrence of certain enumerated events. Such notices will be filed by the District with the Municipal Securities Rulemaking Board (the "**MSRB**"). The specific nature of the information to be contained in an Annual Report or the notices of enumerated events is set forth in "APPENDIX E – FORM OF CONTINUING DISCLOSURE CERTIFICATE." These covenants have been made in order to assist the Underwriter of the Bonds in complying with S.E.C. Rule 15c2-12(b)(5) (the "**Rule**").

The District has made undertakings pursuant to the Rule in connection with prior debt issuances. Specific instances of non-compliance with prior undertakings in the previous five years include (i) filing annual reports late in each of the previous five years, (ii) filing operating data late or filing operating data that did not conform to the requirements of certain previous undertakings in each of the previous five years, (iii) the late filing of the District's first interim reports and budget reports in the years 2012, 2013, 2014 2015, and 2016 and (iv) not filing in a timely manner notices of rating changes with respect to rating downgrades and upgrades for

bond insurers which insure certain of the District's debt issues, and (v) not filing in a timely manner notices of failure to file annual reports and ratings change notices. Identification of the foregoing instances does not constitute a representation that such instances are material. As of this date, the District has filed each of its Annual Reports for the previous five years, including first interim reports and budget reports, operating data for the previous five years, and has also filed required notices of insured rating changes.

The District currently serves as its own dissemination agent in connection with its prior undertakings as well as the undertaking relating to the Bonds.

Neither the County nor any other entity other than the District shall have any obligation or incur any liability whatsoever with respect to the performance of the District's duties regarding continuing disclosure.

## **RATING**

S&P Global Ratings, a business unit of Standard & Poor's Financial Services LLC ("**S&P**"), has assigned its rating of "\_\_\_\_" to the Bonds. The District has provided certain additional information and materials to S&P (some of which does not appear in this Official Statement). Such ratings reflect only the view of S&P and explanations of the significance of such ratings may be obtained only from S&P. There is no assurance that any credit ratings given to the Bonds will be maintained for any period of time or that the rating may not be lowered or withdrawn entirely by S&P if, in such agency's judgment, circumstances so warrant. Any such downward revision or withdrawal of a rating may have an adverse effect on the market price of the Bonds.

## **UNDERWRITING**

The Bonds are being purchased by Stifel, Nicolaus & Company, Incorporated (the "**Underwriter**"). The Underwriter has agreed to purchase the Bonds at a price of \$\_\_\_\_\_ which is equal to the initial principal amount of the Bonds of \$\_\_\_\_\_, plus original issue premium of \$\_\_\_\_\_ less an Underwriter's discount of \$\_\_\_\_\_.

The bond purchase agreement relating to the Bonds provides that the Underwriter will purchase all of the Bonds (if any are purchased), and provides that the Underwriter's obligation to purchase is subject to certain terms and conditions, including the approval of certain legal matters by counsel.

The Underwriter may offer and sell Bonds to certain dealers and others at prices lower than the offering prices stated on the inside cover page hereof. The offering prices may be changed by the Underwriter.

## **ADDITIONAL INFORMATION**

The discussions herein about the Bond Resolution and the Continuing Disclosure Certificate are brief outlines of certain provisions thereof. Such outlines do not purport to be complete and for full and complete statements of such provisions reference is made to such documents. Copies of these documents mentioned are available from the Underwriter and following delivery of the Bonds will be on file at the offices of the Paying Agent in Los Angeles, California.

References are also made herein to certain documents and reports relating to the District; such references are brief summaries and do not purport to be complete or definitive. Copies of such documents are available upon written request to the District.

Any statements in this Official Statement involving matters of opinion, whether or not expressly so stated, are intended as such and not as representations of fact. This Official Statement is not to be construed as a contract or agreement between the District and the purchasers or Owners of any of the Bonds.

The execution and delivery of this Official Statement have been duly authorized by the District.

### **OXNARD SCHOOL DISTRICT**

By: \_\_\_\_\_  
Superintendent



**APPENDIX A**  
**OXNARD SCHOOL DISTRICT**  
**AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2015-16**

## APPENDIX B

### GENERAL AND FINANCIAL INFORMATION ABOUT THE DISTRICT

*The information in this and other sections concerning the District's operations and operating budget is provided as supplementary information only, and it should not be inferred from the inclusion of this information in this Official Statement that the principal of and interest on the Bonds is payable from the General Fund of the District. The Bonds are payable from the proceeds of an ad valorem tax required to be levied by the County in an amount sufficient for the payment thereof. See "SECURITY FOR THE BONDS" in the front half of the Official Statement.*

#### General Information

The District consists of an area of 28 square miles located in the southeastern portion of Ventura County (the "**County**"). It was established in 1873 and provides kindergarten through eighth grade educational services to the residents of the City of Oxnard and a portion of the City of Port Hueneme. The District has eleven K-5 elementary schools, six K-8 schools, three 6-8 middle schools, and one special education annex. Enrollment in the District in fiscal year 2016-17 is approximately 16,797 students.

#### Administration

**Board of Education.** The District is governed by a five-member Board of Trustees, each member of which is elected to a four-year term. Elections for positions to the Board of Trustees are held every two years, alternating between two and three available positions. Current members of the Board of Trustees, together with their office and the date their term expires, are listed below.

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Ernest Morrison	President	November 2018
Debra M. Cordes	Clerk	November 2018
Veronica Robles-Solis	Trustee	November 2018
Monica Madrigal Lopez	Trustee	November 2020
Denis O'Leary	Trustee	November 2020

**Superintendent and Administrative Personnel.** The Superintendent of the District, appointed by the Board, is responsible for management of the day-to-day operations and supervises the work of other District administrators. The names and backgrounds of the Superintendent and the senior administrative staff are set forth below.

Dr. Cesar Morales, Superintendent. Dr. Morales has been Superintendent of the District since July 1, 2013. Previously he had worked as an assistant superintendent of human resources for the Lawndale School District in Los Angeles County. He has worked also as a middle school counselor, an assistant principal, and a principal. He earned his Doctorate in Educational Leadership from University of California, Los Angeles.

Lisa Cline, Deputy Superintendent, Business and Fiscal Services. Ms. Cline has an aggregate of approximately 24 years' experience in finance with both the

Ventura County Office of Education and the District. Before coming to the District, Ms. Cline served in various capacities at the Ventura County Office of Education including Payroll Manager/Senior Accountant and Payroll Supervisor. Ms. Cline joined the District on July 1, 2005 as its Director of Finance. Effective July 1, 2011, Ms. Cline was appointed Assistant Superintendent, Business and Fiscal Services and on February 17, 2016, Ms. Cline was appointed Deputy Superintendent, Business and Fiscal Services of the District.

*Robin Freeman, Assistant Superintendent, Educational Services.* Ms. Freeman has been Assistant Superintendent of Educational Services for the District since July 1, 2015. Her career in education includes ten years as Assistant Superintendent, Educational Services and seventeen years as principal at the elementary and middle school levels. Prior to joining the District, she served in the Santa Paula Unified School District and the Hueneme Elementary School District. Ms. Freeman began her teaching career as a high school and junior high English and Reading teacher.

*Dr. Jesus Vaca, Assistant Superintendent, Human Resources and Support Services.* Dr. Vaca has been Assistant Superintendent of Human Resources and Support Services for the District since November 2013. He has held administrative positions in education for over 17 years. Dr. Vaca's duties include, but are not limited to, collective bargaining as chief negotiator, risk management, employee recruitment and retention, and employee discipline. Dr. Vaca is also the custodian of records and is the Title IX compliance officer for the District. Prior to becoming Assistant Superintendent, Dr. Vaca was a Principal in the Ventura Unified School District. Dr. Vaca received his Doctorate in Educational Leadership from California State University, Northridge.

**Recent Enrollment Trends**

The following table shows recent enrollment history for the District.

**ANNUAL ENROLLMENT  
Fiscal Years 2005-06 through 2016-17 (Projected)  
Oxnard School District**

School Year	Enrollment
2005-06	16,004
2006-07	15,441
2007-08	15,281
2008-09	15,400
2009-10	15,554
2010-11	15,870
2011-12	16,119
2012-13	16,533
2013-14	16,803
2014-15	16,916
2015-16	16,918
2016-17*	16,797

*\*Projection as set forth in First Interim Report for fiscal year 2016-17.  
Source: California Department of Education, Educational Demographics Unit; District for 2016-17 Projections.*

**Employee Relations**

**Certificated Personnel.** In fiscal year 2016-17, the District employs approximately [857] full-time certificated employees and [343] full-time classified employees. In addition, the District employs approximately [688] part-time faculty and staff. These employees, excluding management and some part-time employees, are represented as summarized in the following table.

**BARGAINING UNITS  
Oxnard School District**

Employee Group	Representation	Contract Expiration Date
Certificated (teaching)	Oxnard Educators Assn	June 30, 20__
Certificated (non-teaching)	Oxnard Supportive Services Assn	June 30, 20__
Classified	CA School Employees Assn	October 31, 20__

*Source: Westminster School District.*

**Insurance – Joint Powers Agreements**

The District participates in two joint powers agreements (“**JPA**”) entities, the Ventura County Schools Self-Funding Authority (“**VCSSFA**”) and the Ventura County Fast Action School Transit Authority (“**VCFASTA**”). The relationship between the District and the JPAs is such that the JPAs are not component units of the District for financial reporting purposes. See Note 8 of the District’s audited financial statements attached to this Official Statement.

## DISTRICT FINANCIAL INFORMATION

### Education Funding Generally

School districts in California receive operating income primarily from two sources: the State funded portion which is derived from the State's general fund, and a locally funded portion, being the district's share of the one percent general *ad valorem* tax levy authorized by the California Constitution. As a result, decreases or deferrals in education funding by the State could significantly affect a school district's revenues and operations.

From 1973-74 to 2012-13, California school districts operated under general purpose revenue limits established by the State Legislature. In general, revenue limits were calculated for each school district by multiplying (1) the average daily attendance ("**ADA**") for such district by (2) a base revenue limit per unit of ADA. The revenue limit calculations were adjusted annually in accordance with a number of factors designated primarily to provide cost of living increases and to equalize revenues among all California school districts of the same type. Funding of the District's revenue limit was provided by a mix of local property taxes and State apportionments of basic and equalization aid. Generally, the State apportionments amounted to the difference between the District's revenue limit and its local property tax revenues.

The fiscal year 2013-14 State budget package replaced the previous K-12 finance system with a new formula known as the Local Control Funding Formula (the "**LCFF**"). Under the LCFF, revenue limits and most state categorical programs were eliminated. School districts instead receive funding based on the demographic profile of the students they serve and gain greater flexibility to use these funds to improve outcomes of students. The LCFF creates funding targets based on student characteristics. For school districts and charter schools, the LCFF funding targets consist of grade span-specific base grants plus supplemental and concentration grants that reflect student demographic factors. The LCFF includes the following components:

- A base grant for each local education agency per unit of ADA, which varies with respect to different grade spans. The base grant is \$2,375 more than the average revenue limit provided prior to LCFF implementation. The base grants will be adjusted upward each year to reflect cost-of-living increases. In addition, grades K-3 and 9-12 are subject to adjustments of 10.4% and 2.6%, respectively, to cover the costs of class size reduction in grades K-3 and the provision of career technical education in grades 9-12.
- A 20% supplemental grant for English learners, students from low-income families and foster youth to reflect increased costs associated with educating those students.
- An additional concentration grant of up to 50% of a local education agency's base grant, based on the number of English learners, students from low-income families and foster youth served by the local agency that comprise more than 55% of enrollment.
- An economic recovery target to ensure that almost every local education agency receives at least their pre-recession funding level, adjusted for inflation, at full implementation of the LCFF.

The LCFF was implemented for fiscal year 2013-14 and will be phased in gradually. Beginning in fiscal year 2013-14, an annual transition adjustment was required to be calculated for each school district, equal to each district's proportionate share of the appropriations included in the State budget (based on the percentage of each district's students who are low-income, English learners, and foster youth ("**Targeted Students**")), to close the gap between the prior-year funding level and the target allocation at full implementation of LCFF. In each year, districts will have the same proportion of their respective funding gaps closed, with dollar amounts varying depending on the size of a district's funding gap.

Based on revenue projections, districts will reach what is referred to as "full funding" in eight years, being fiscal year 2020-21. This projection assumes that the State's economy will improve each year; if the economy falters it could take longer to reach full funding.

The target LCFF amounts for State school districts and charter schools based on grade levels and Targeted Students is shown below.

**Grade Span Funding at Full LCFF Implementation (Target Amount)**

Grade Span	Base Grant <sup>(1)</sup>	K-3 Class Size Reduction and 9-12 Adjustments	Average Assuming 0% Targeted Students	Average Assuming 25% Targeted Students	Average Assuming 50% Targeted Students	Average Assuming 100% Targeted Students
K-3	\$6,845	\$712	\$7,557	\$7,935	\$8,313	\$10,769
4-6	6,947	N/A	6,947	7,294	7,642	9,899
7-8	7,154	N/A	7,154	7,512	7,869	10,194
9-12	8,289	\$216	8,505	8,930	9,355	12,119

*(1) Does not include adjustments for cost of living.  
Source: California Department of Education.*

The new legislation included a "hold harmless" provision which provided that a district or charter school would maintain total revenue limit and categorical funding at least equal to its 2012-13 level, unadjusted for changes in ADA or cost of living adjustments.

The LCFF includes an accountability component. Districts are required to increase or improve services for English language learners, low income, and foster youth students in proportion to supplemental and concentration grant funding received. All school districts, county offices of education, and charter schools are required to develop and adopt local control and accountability plans, which identify local goals in areas that are priorities for the State, including pupil achievement, parent engagement, and school climate.

County superintendents review and provide support to the districts under their jurisdiction, and the Superintendent of Public Instruction performs a corresponding role for county offices of education. In addition, the 2013-14 Budget created the California Collaborative for Education Excellence to advise and assist school districts, county offices of education, and charter schools in achieving the goals identified in their plans. Under the LCFF and related legislation, the State will continue to measure student achievement through statewide assessments, produce an Academic Performance Index for schools and subgroups of students, determine the contents of the school accountability report card, and establish policies to implement the federal accountability system.

## **District Accounting Practices**

The accounting practices of the District conform to generally accepted accounting principles in accordance with policies and procedures of the California School Accounting Manual. This manual, according to Section 41010 of the California Education Code, is to be followed by all California school districts.

District accounting is organized on the basis of fund groups, with each group consisting of a separate set of self-balancing accounts containing assets, liabilities, fund balances, revenues and expenditures. The major fund classification is the general fund which accounts for all financial resources not requiring a special fund placement. The District's fiscal year begins on July 1 and ends on June 30.

District expenditures are accrued at the end of the fiscal year to reflect the receipt of goods and services in that year. Revenues generally are recorded on a cash basis, except for items that are susceptible to accrual (measurable and/or available to finance operations). Current taxes are considered susceptible to accrual. Revenues from specific state and federally funded projects are recognized when qualified expenditures have been incurred. State block grant apportionments are accrued to the extent that they are measurable and predictable. The State Department of Education sends the District updated information from time to time explaining the acceptable accounting treatment of revenue and expenditure categories.

The Governmental Accounting Standards Board (“**GASB**”) published its Statement No. 34 “Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments” on June 30, 1999. Statement No. 34 provides guidelines to auditors, state and local governments and special purpose governments such as school districts and public utilities, on new requirements for financial reporting for all governmental agencies in the United States. Generally, the basic financial statements and required supplementary information should include (i) Management’s Discussion and Analysis; (ii) financial statements prepared using the economic measurement focus and the accrual basis of accounting, (iii) fund financial statements prepared using the current financial resources measurement focus and the modified accrual method of accounting and (iv) required supplementary information.

## **Financial Statements**

**General.** The District's general fund finances the legally authorized activities of the District for which restricted funds are not provided. General fund revenues are derived from such sources as State school fund apportionments, taxes, use of money and property, and aid from other governmental agencies. The District's June 30, 2016 Audited Financial Statements prepared by Nigro & Nigro PC, Murrieta, California, are on file with the District and available for public inspection at the Office of the Assistant Superintendent, Business and Fiscal Services of the District, Oxnard School District, 1051 South A Street, Oxnard, California 93030. The District has not requested, and the auditor has not provided, any review or update of such Financial Statements in connection with inclusion in this Official Statement. Copies of such financial statements will be mailed to prospective investors and their representatives upon written request to the District. This District may impose a charge for copying, mailing and handling.

**General Fund Revenues, Expenditures and Changes in Fund Balance.** The following table shows the audited income and expense statements for the District's General Fund for fiscal years 2011-12 through 2015-16.

**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**Fiscal Years 2011-12 through 2015-16 (Audited)<sup>(1)</sup>**  
**Oxnard School District**

	Audited 2011-12	Audited 2012-13	Audited 2013-14	Audited 2014-15	Audited 2015-16
<b>SOURCES</b>					
Revenue Limit/LCFF Sources	\$81,727,624	\$80,708,014	\$108,351,091	\$127,311,381	\$148,788,199
Federal Revenue	11,777,393	10,812,581	10,839,213	13,065,616	11,498,212
Other State Revenue	27,553,283	27,041,981	13,469,896	15,169,410	23,229,681
Other Local Revenue	7,999,897	8,887,489	9,837,142	9,620,057	10,098,065
Total Revenue Limit	129,058,197	127,450,065	142,497,342	165,166,464	193,614,157
<b>EXPENDITURES</b>					
Instruction	86,785,019	85,510,009	91,155,885	110,600,912	117,067,138
Instruction – Related Services	14,068,490	14,169,144	16,057,688	18,720,692	20,687,103
Pupil Services	8,461,545	6,151,627	7,379,861	11,162,054	14,375,225
General Administration	6,128,381	6,842,927	7,880,560	8,132,581	10,251,084
Plant Services	10,423,167	15,028,480	12,702,351	13,419,224	13,972,279
Facility acquisition and construction	539,807	--	--	--	--
Community services	--	841,042	870,056	1,425,974	1,376,796
Transfers of Indirect Costs	--	--	--	--	(550,740)
Other Outgo	588,195	(435,892)	(432,549)	(432,478)	--
Debt Service	--	--	352,729	339,180	669,585
Capital Outlay	--	375,466	1,012,247	837,108	410,684
Intergovernmental Transfers	--	2,003,040	2,344,764	2,155,147	2,567,864
Total Expenditures	126,994,604	130,485,843	139,323,592	166,360,394	180,827,018
Excess of (Deficiency) of Revenues Over Expenditures	2,063,593	(3,035,778)	3,173,750	(1,193,930)	12,787,139
<b>OTHER FINANCING SOURCES</b>					
Operating Transfers In	--	--	--	--	--
Proceeds from long-term debt	--	4,797,640	--	--	8,000,000
Discount on issuance of debt	--	--	--	--	(80,000)
Operating Transfers Out	(352)	(666,408)	(166,248)	(451,680)	(585,992)
Total Other Financing Sources (uses)	(352)	4,131,232	(166,248)	(451,680)	7,334,008
NET Change in Fund Balance	2,063,241	1,095,454	3,007,502	(1,645,610)	20,121,147
Fund Balance, July 1	15,176,380	16,669,030	17,764,484	20,771,986	18,313,118
Adjustments for restatements	(570,591)	--	--	(813,258)	--
Fund Balance, as restated	14,605,789	--	--	19,958,728	18,313,118
Fund Balance, June 30	\$16,669,030	\$17,764,484	\$20,771,986	\$18,313,118	\$38,434,265

(1) Totals may not foot due to rounding.

Source: Oxnard School District - Audited Financial Statements.



## District Budget and Interim Financial Reporting

***Budgeting and Interim Reporting Procedures.*** State law requires school districts to maintain a balanced budget in each fiscal year. The State Department of Education imposes a uniform budgeting and accounting format for school districts.

Under current law, a school district governing board must adopt and file with the county superintendent of schools a tentative budget by July 1 in each fiscal year. The District is under the jurisdiction of the Ventura County Superintendent of Schools (the "**County Superintendent**").

The County Superintendent must review and approve or disapprove the budget no later than August 15. The County Superintendent is required to examine the adopted budget for compliance with the standards and criteria adopted by the State Board of Education and identify technical corrections necessary to bring the budget into compliance with the established standards. If the budget is disapproved, it is returned to the District with recommendations for revision. The District is then required to revise the budget, hold a public hearing thereon, adopt the revised budget and file it with the County Superintendent no later than September 8. Pursuant to State law, the County Superintendent has available various remedies by which to impose and enforce a budget that complies with State criteria, depending on the circumstances, if a budget is disapproved. After approval of an adopted budget, the school district's administration may submit budget revisions for governing board approval.

Subsequent to approval, the County Superintendent will monitor each district under its jurisdiction throughout the fiscal year pursuant to its adopted budget to determine on an ongoing basis if the district can meet its current or subsequent year financial obligations. If the County Superintendent determines that a district cannot meet its current or subsequent year obligations, the County Superintendent will notify the district's governing board of the determination and may then do either or both of the following: (a) assign a fiscal advisor to enable the district to meet those obligations or (b) if a study and recommendations are made and a district fails to take appropriate action to meet its financial obligations, the County Superintendent will so notify the State Superintendent of Public Instruction, and then may do any or all of the following for the remainder of the fiscal year: (i) request additional information regarding the district's budget and operations; (ii) after also consulting with the district's board, develop and impose revisions to the budget that will enable the district to meet its financial obligations; and (iii) stay or rescind any action inconsistent with such revisions. However, the County Superintendent may not abrogate any provision of a collective bargaining agreement that was entered into prior to the date upon which the County Superintendent assumed authority.

A State law adopted in 1991 ("**A.B. 1200**") imposed additional financial reporting requirements on school districts, and established guidelines for emergency State aid apportionments. Under the provisions of A.B. 1200, each school district is required to file interim certifications with the County Superintendent (on December 15, for the period ended October 31, and by mid-March for the period ended January 31) as to its ability to meet its financial obligations for the remainder of the then-current fiscal year and, based on current forecasts, for the subsequent fiscal year. The County Superintendent reviews the certification and issues either a positive, negative or qualified certification. A positive certification is assigned to any school district that will meet its financial obligations for the current fiscal year and subsequent two fiscal years. A negative certification is assigned to any school district that is deemed unable to meet its financial obligations for the remainder of the current fiscal year or the subsequent

fiscal year. A qualified certification is assigned to any school district that may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

Under California law, any school district and office of education that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds or any other debt instruments that do not require the approval of the voters of the district, unless the applicable county superintendent of schools determines that the district's repayment of indebtedness is probable.

***District's Budget Approval/Disapproval and Certification History.*** During the past five years, each of the District's adopted budgets have been approved by the County Superintendent and the District has certified its interim reports as positive.

Copies of the District's budget, interim reports and certifications may be obtained upon request from the District Office at Oxnard School District, 1051 South A Street, Oxnard, California 93030. The District may impose charges for copying, mailing and handling.

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**District's Fiscal Year 2016-17 Budget and 2016-17 First Interim Projections.** The following table shows the general fund income and expense statements for the District for fiscal year 2016-17 (adopted budget and first interim projections).

**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE<sup>(1)</sup>  
Fiscal Year 2016-17 (Adopted Budget and First Interim Projections)  
Oxnard School District**

	<b>Adopted Budget 2016-17</b>	<b>First Interim Projections 2016-17</b>
<b>Revenues</b>		
LCFF Sources <sup>(2)</sup>	\$158,919,271	\$159,030,818
Federal revenues	14,349,531	16,645,104
Other state revenues	12,086,112	14,629,109
Other local revenues	9,123,504	9,933,876
<b>Total Revenues</b>	<b>194,478,418</b>	<b>200,238,907</b>
<b>Expenditures</b>		
Certificated salaries	80,410,975	85,131,112
Classified salaries	28,105,321	29,373,040
Employee benefits	38,083,062	39,077,043
Books and supplies	19,147,613	25,235,421
Contract services & operating exp.	20,943,793	26,119,792
Capital outlay	3,583,000	4,770,990
Other outgo (excluding indirect costs)	2,866,937	2,866,937
Other outgo – transfers of indirect costs	(431,013)	(443,608)
<b>Total expenditures</b>	<b>192,709,688</b>	<b>212,130,727</b>
Excess of revenues over/(under) expenditures	1,768,730	(11,891,820)
<b>Other financing sources (Uses)</b>		
Operating transfers in	--	--
Operating transfers out	(1,407,124)	(1,449,410)
<b>Total other financing sources (uses)</b>	<b>(1,407,124)</b>	<b>(1,449,410)</b>
<b>Net change in fund balance</b>	<b>361,606</b>	<b>(13,341,230)</b>
Fund balance, July 1 <sup>(3)</sup>	12,869,129	39,059,438 <sup>(4)</sup>
<b>Fund balance, June 30</b>	<b>\$13,230,735</b>	<b>\$25,718,208</b>

(1) Totals may not add due to rounding.

(2) LCFF commenced in fiscal year 2013-14. The District has a high proportion of English language learners, students from low income families and foster youth (90% of student population). Therefore, funding under the LCFF includes base grant funding, supplemental funding and concentration grant funding.

(3) Fund balance does not correspond directly to audited financial statements because reserves are accounted for outside of the general fund for budgeting and interim reporting purposes.

(4) The difference in beginning fund balance between Fiscal Year 2016-17 adopted operating budget and first interim projections as show in the Fiscal Year 2016-17 First Interim Report is attributed to \_\_\_\_\_.

Source: Oxnard School District First Interim Report for Fiscal Year 2016-17.

**District Reserves.** The District's ending fund balance is the accumulation of surpluses from prior years. This fund balance is used to meet the State's minimum required reserve of 3% of expenditures, plus any other allocation or reserve which might be approved as an expenditure by the District in the future. The District maintains an unrestricted reserve which meets the State's minimum requirements.

In connection with legislation adopted in connection with the State's fiscal year 2014-15 Budget ("SB 858"), the Education Code was amended to provide that, beginning in fiscal year 2015-16, if a district's proposed budget includes a local reserve above the minimum

recommended level, the governing board must provide the information for review at the annual public hearing on its proposed budget. In addition, SB 858 included a provision, which became effective upon the passage of Proposition 2 at the November 4, 2014 statewide election, which limits the amount of reserves which may be maintained at the District level. Specifically, the legislation, among other things, enacted Education Code Section 42127.01, which became operative December 15, 2014, and provides that in any fiscal year immediately after a fiscal year in which a transfer is made to the State’s Public School System Stabilization Account (the Proposition 98 reserve), a school district may not adopt a budget that contains a reserve for economic uncertainties in excess of twice the applicable minimum recommended reserve for economic uncertainties established by the State Board (for school districts with ADA over 400,000, the limit is three times the amount). Exemptions can be granted by the County Superintendent under certain circumstances.

In August of 2015, Senate Bill 799 (“**SB 799**”) was introduced into the State Senate in response to SB 858 proposing reforms to the reserve cap. SB 799 proposes a cap on unassigned reserves and special reserves for other than capital outlay of seventeen percent, with exemptions from the cap for school districts with less than 2,500 average daily attendance and basic aid districts.

The District cannot predict how SB 858 or SB 799, if enacted, will impact its reserves and future spending. As of the date hereof, SB 799 has been approved by the State Senate and is pending approval in the State Assembly.

**Attendance - Revenue Limit and LCFF Funding**

As described herein, prior to fiscal year 2013-14, school districts in California derived most State funding based on a formula which considered a revenue limit per unit of average daily attendance (“**ADA**”). With the implementation of the LCFF, commencing in fiscal year 2013-14, school districts receive base funding based on ADA, and may also be entitled to supplemental funding, concentration grants and funding based on an economic recovery target. The following two tables set forth historical revenue limit funding for the District through fiscal year 2012-13, and LCFF funding for the District for fiscal year 2013-14 through 2017-16 (Budgeted).

**AVERAGE DAILY ATTENDANCE AND FUNDED REVENUE LIMIT  
Fiscal Years 2009-10 through 2012-13  
Oxnard School District**

<b>Fiscal Year</b>	<b>ADA</b>	<b>Funded Revenue Limit Per ADA</b>
2009-10	15,007	\$4,976.07
2010-11	15,238	5,033.40
2011-12	15,665	5,028.48
2012-13	15,982	5,028.48

*(1) Funded figures reflect actual funding after application of deficit factor.  
Source: Oxnard School District.*

**AVERAGE DAILY ATTENDANCE AND LCFF  
Fiscal Years 2013-14 through 2016-17 (Budgeted)  
Oxnard School District  
ADA, Enrollment and Target Student Percentages (LCFF Implemented)**

Fiscal Year		Average Daily Attendance <sup>(1)</sup>				Total ADA/\$ Base Grant <sup>(1)</sup>	Enrollment	
		K-3	4-6	7-8	9-12		Total Enrollment	% of Target Student Enrollment
2013-14	ADA	7,756.47	5,238.40	3,265.03	--	16,259.90	16,787	89.94%
	Targeted Base Grant	\$6,952	\$7,056	\$7,266	\$8,419	\$114,608,837	--	--
2014-15	ADA	7,786.77	5,356.98	3,281.30	--	16,454.75	16,983	89.81%
	Targeted Base Grant	\$7,011	\$7,116	\$7,328	\$8,491	\$117,405,013	--	--
2015-16	ADA	7,796.80	5,364.25	3,303.86	--	16,464.91	16,918	88.99%
	Targeted Base Grant	\$7,083	\$7,189	\$7,403	\$8,578	\$118,246,803	--	--
2016-17	ADA	7,550.42	5,558.67	3,316.50	--	16,425.59	16,797	88.73%
	Targeted Base Grant	\$7,083	\$7,189	\$7,303	\$8,578	\$117,992,954	--	--

(1) Nearly 90% of the District's student population (unduplicated count) consists of students which qualify the District for supplemental and concentration grant funding. In addition, the District is entitled under the LCFF for an economic recovery funding. Target funding under LCFF for fiscal year 2016-17 (budgeted) is \$168,031,611.  
Source: Oxnard School District.

**Revenue Sources**

The District categorizes its general fund revenues into four sources, being LCFF, Federal Revenues, Other State Revenues and Local Revenues. Each of these revenue sources is described below.

**LCFF Sources.** District funding is provided by a mix of (1) local property taxes and (2) State apportionments of funding under the LCFF. Generally, the State apportionments will amount to the difference between the District's LCFF funding entitlement and its local property tax revenues.

Beginning in 1978-79, Proposition 13 and its implementing legislation provided for each county to levy (except for levies to support prior voter-approved indebtedness) and collect all property taxes, and prescribed how levies on county-wide property values are to be shared with local taxing entities within each county.

The principal component of local revenues is the school district's property tax revenues, i.e., the district's share of the local 1% property tax, received pursuant to Sections 75 and following and Sections 95 and following of the California Revenue and Taxation Code. Education Code Section 42238(h) itemizes the local revenues that are counted towards the base revenue limit before calculating how much the State must provide in equalization aid. Historically, the more local property taxes a district received, the less State equalization aid it is entitled to.

**Federal Revenues.** The federal government provides funding for several District programs, including special education programs, programs under No Child Left Behind, the

Individuals With Disabilities Education Act, and specialized programs such as Drug Free Schools.

**Other State Revenues.** As discussed above, the District receives State apportionment of basic and equalization aid in an amount equal to the difference between the District's revenue limit and its property tax revenues. In addition to such apportionment revenue, the District receives other State revenues.

The District receives State aid from the California State Lottery (the "**Lottery**"), which was established by a constitutional amendment approved in the November 1984 general election. Lottery revenues must be used for the education of students and cannot be used for non-instructional purposes such as real property acquisition, facility construction, or the financing of research. Moreover, State Proposition 20 approved in March 2000 requires that 50% of the increase in Lottery revenues over 1997-98 levels must be restricted to use on instruction material. For additional discussion of State aid to school districts, see "-State Funding of Education."

**Other Local Revenues.** In addition to local property taxes, the District receives additional local revenues from items such as interest earnings and other local sources.

### **District Retirement Systems**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System ("**STRS**") and classified employees are members of the Public Employees' Retirement System ("**PERS**").

**Implementation of GASB Nos. 68 and 71.** Commencing with fiscal year ended June 30, 2015, the District implemented the provisions of GASB Statement Nos. 68 and 71 which require certain new pension disclosures in the notes to its audited financial statements commencing with the audit for fiscal year 2014-15. Statement No. 68 generally requires the District to recognize its proportionate share of the unfunded pension obligation for STRS and PERS by recognizing a net pension liability measured as of a date (the measurement date) no earlier than the end of its prior fiscal year. As a result of the implementation of GASB Statement Nos. 68 and 71, the District was required to reflect a restatement of its beginning net position as of July 1, 2014. See "APPENDIX A - AUDITED FINANCIAL STATEMENTS OF THE DISTRICT FOR FISCAL YEAR ENDED JUNE 30, 2016."

**STRS.** All full-time certificated employees participate in STRS, a cost-sharing, multiple-employer contributory public employee retirement system. STRS provides retirement, disability and survivor benefits to plan members and beneficiaries under a defined benefit program. Benefit provisions and contribution amounts are established by State statutes, as legislatively amended. The program is funded through a combination of investment earnings and statutorily set contributions from three sources: employees, employers and the State. The District's employer contributions to STRS for recent fiscal years are set forth in the following table.

**STRS Contributions  
Oxnard School District  
Fiscal Years 2012-13 through 2016-17 (Projected)**

Fiscal Year	Amount
2012-13	\$4,813,495
2013-14	5,202,433
2014-15	9,569,943
2015-16	12,701,820
2016-17 <sup>(1)</sup>	10,299,576

(1) Projected. Decrease attributed to \_\_\_\_.  
Source: Oxnard School District.

Historically, employee, employer and State contribution rates did not vary annually to account for funding shortfalls or surpluses in the STRS plan. In recent years, the combination of investment earnings and statutory contributions were not sufficient to pay actuarially required amounts. As a result, the STRS defined benefit program showed an estimated unfunded actuarial liability of approximately \$76.2 billion as of June 30, 2015 (the date of the last actuarial valuation). In connection with the State's adoption of its fiscal year 2014-15 Budget, the Governor signed into law Assembly Bill 1469 ("**AB 1469**"), which represents a legislative effort to address the unfunded liabilities of the STRS pension plan. AB 1469 addressed the funding gap by increasing contributions by employees, employers and the State. In particular, employer contribution rates are scheduled to increase through at least fiscal year 2020-21, from a contribution rate of 8.88% in fiscal year 2013-14 to 19.1% in fiscal year 2020-21. Thereafter, employer contribution rates will be determined by the STRS board to reflect the contribution required to eliminate unfunded liabilities by June 30, 2046.

The District's employer contribution rates for fiscal years 2014-15 and 2015-16 were 8.88% and 10.73%, respectively. Projected employer contribution rates for school districts (including the District) for fiscal year 2016-17 through fiscal year 2020-21 are set forth in the following table.

**PROJECTED EMPLOYER CONTRIBUTION RATES (STRS)  
Fiscal Years 2016-17 through 2019-20**

Fiscal Year	Projected Employer Contribution Rate <sup>(1)</sup>
2016-17	13.888%
2017-18	15.500
2018-19	17.100
2019-20	18.600

(1) Expressed as a percentage of covered payroll.  
Source: AB 1469

**PERS.** All full-time and some part-time classified employees participate in PERS, an agent multiple-employer contributory public employee retirement system that acts as a common investment and administrative agent for participating public entities within the State of California. The District is part of a "cost-sharing" pool within PERS. As a result of the implementation of PEPRA, new members must pay at least 50% of the normal costs of the plan, which can fluctuate from year to year. For 2013-14, the normal cost is 11.85%, which rounds to a 6.0% contribution rate. "Classic" plan members continue to contribute 7.0%. The District is required

to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the PERS Board of Administration. The required employer contribution rate for fiscal year 2013-14 was 11.442% of covered payroll and for fiscal year 2014-15 was 11.771% of covered payroll. The contribution requirements of the plan members are established by State statute. The District's contributions to PERS for the past three and current budgeted fiscal years are set forth in the following table.

**PERS Contributions  
Oxnard School District  
Fiscal Years 2012-13 through 2016-17 (Projected)**

Fiscal Year	Amount
2012-13	\$2,473,244
2013-14	2,702,232
2014-15	3,200,769
2015-16	3,600,770
2016-17 <sup>(1)</sup>	4,284,120

<sup>(1)</sup> Projected.  
Source: Oxnard School District.

Like the STRS program, the PERS program has experienced an unfunded liability in recent years. The PERS unfunded liability, on a market value of assets basis, was approximately \$16.5 billion as of June 30, 2015 (the date of the last actuarial valuation). To address this issue, the PERS board has taken a number of actions. In April 2013, for example, the PERS board approved changes to the PERS amortization and smoothing policy intended to reduce volatility in employer contribution rates. In addition, in April 2016, PERS set new contribution rates, reflecting new demographic assumptions and other changes in actuarial assumptions. The new rates and underlying assumptions, which are aimed at eliminating the unfunded liability of PERS in approximately 30 years, will be implemented for school districts beginning in fiscal year 2016-17, with the costs spread over 20 years and the increases phased in over the first five years.

The District's employer contribution rates for fiscal years 2014-15 and 2015-16 were 11.771% and 11.847%, respectively. Projected employer contribution rates for school districts (including the District) for fiscal year 2016-17 through fiscal year 2020-21 are set forth in the following table.



**PROJECTED EMPLOYER CONTRIBUTION RATES (PERS)  
Fiscal Years 2016-17 through 2020-21<sup>(1)</sup>**

Fiscal Year	Projected Employer Contribution Rate <sup>(2)</sup>
2016-17	13.888%
2017-18	15.500
2018-19	17.100
2019-20	18.600
2020-21	19.800

(1) Rates were estimated by PERS in 2016. The PERS board is expected to approve official employer contribution rates for each fiscal year shown during the immediately preceding fiscal year.

(2) Expressed as a percentage of covered payroll.

Source: PERS

**California Public Employees' Pension Reform Act of 2013.** On September 12, 2012, the Governor signed into law the California Public Employees' Pension Reform Act of 2013 ("PEPRA"), which impacted various aspects of public retirement systems in the State, including the STRS and PERS programs. In general, PEPRA (i) increased the retirement age for public employees depending on job function, (ii) capped the annual pension benefit payouts for public employees hired after January 1, 2013, (iii) required public employees hired after January 1, 2013 to pay at least 50% of the costs of their pension benefits (as described in more detail below), (iv) required final compensation for public employees hired after January 1, 2013 to be determined based on the highest average annual pensionable compensation earned over a period of at least 36 consecutive months, and (v) attempted to address other perceived abuses in the public retirement systems in the State. PEPRA applies to all public employee retirement systems in the State, *except* the retirement systems of the University of California, and charter cities and charter counties whose pension plans are not governed by State law. PEPRA's provisions went into effect on January 1, 2013 with respect to new State, school, and city and local agency employees hired on or after that date; existing employees who are members of employee associations, including employee associations of the District, have a five-year window to negotiate compliance with PEPRA through collective bargaining.

PERS has predicted that the impact of PEPRA on employees and employers, including the District and other employers in the PERS system, will vary, based on each employer's current level of benefits. As a result of the implementation of PEPRA, new members must pay at least 50% of the normal costs of the plan, which can fluctuate from year to year. To the extent that the new formulas lower retirement benefits, employer contribution rates could decrease over time as current employees retire and employees subject to the new formulas make up a larger percentage of the workforce. This change would, in some circumstances, result in a lower retirement benefit for employees than they currently earn.

With respect to the STRS pension program, employees hired after January 1, 2013 will pay the greater of either (1) fifty percent of the normal cost of their retirement plan, rounded to the nearest one-quarter percent, or (2) the contribution rate paid by then-current members (i.e., employees in the STRS plan as of January 1, 2013). The member contribution rate could be increased from this level through collective bargaining or may be adjusted based on other factors. Employers will pay at least the normal cost rate, after subtracting the member's contribution.

The District is unable to predict the amount of future contributions it will have to make to PERS and STRS as a result of the implementation of PEPPRA, and as a result of negotiations with its employee associations, or, notwithstanding the adoption of PEPPRA, resulting from any legislative changes regarding the PERS and STRS employer contributions that may be adopted in the future.

**Additional Information.** Additional information regarding the District's retirement programs is available in Note 11 to the District's audited financial statements attached hereto as APPENDIX A. In addition, both STRS and PERS issue separate comprehensive financial reports that include financial statements and required supplemental information. Copies of such reports may be obtained from STRS and PERS, respectively, as follows: (i) STRS, P.O. Box 15275, Sacramento, California 95851-0275; and (ii) PERS, 400 Q Street, Sacramento, California 95811. More information regarding STRS and PERS can also be obtained at their websites, [www.calstrs.com](http://www.calstrs.com) and [www.calpers.ca.gov](http://www.calpers.ca.gov), respectively. *The references to these Internet websites are shown for reference and convenience only and the information contained on such websites is not incorporated by reference into this Official Statement. The information contained on these websites may not be current and has not been reviewed by the District or the Underwriter for accuracy or completeness.*

#### **Other Post-Employment Retirement Benefits**

**The Plan Generally.** The Oxnard School District Retiree Health Benefits Plan (the "Plan") is a single-employer defined benefit healthcare plan administered by the District. The Plan provides medical and dental insurance benefits to eligible retirees and their spouses. Membership of the Plan as of the 2015-16 fiscal year consists of 259 retirees and beneficiaries currently receiving benefits and 1,237 active plan members.

**Annual OPEB Cost and Net OPEB Obligation.** The District's annual other postemployment benefit ("OPEB") cost is calculated based on the annual required contribution of the employer ("ARC"), an amount actuarially determined in accordance with the parameters of Government Accounting Standards Board Statement No. 45 ("GASB 45"). GASB 45 requires local government employers who provide OPEB as part of the compensation offered to employees to recognize the expense and related liabilities and assets in their financial statements. The District implemented GASB 45 for fiscal year ending June 30, 2009.

The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities ("UAAL") over a period not to exceed thirty years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the plan (which was 29.2% of ARC), and changes in the District's net OPEB obligation to the Plan:

**OPEB Components for Fiscal Year 2015-16  
Oxnard School District**

Annual required contribution	\$8,169,923
Interest on net OPEB obligation	854,891
Adjustment to annual required contribution	<u>(939,487)</u>
Annual OPEB cost (expense)	8,085,327
Contributions made	<u>(4,290,888)</u>
Increase in net OPEB obligation	3,794,439
Net OPEB obligation, beginning of year	<u>18,997,578</u>
Net OPEB obligation, end of year	<u>\$22,792,017</u>

*Source: Oxnard School District Audited Financial Statement for Fiscal Year 2015-16.*

The District's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the year ended June 30, 2016 and the preceding three years were as follows.

**OPEB Trends  
Fiscal Years 2012-13 through 2015-16  
Oxnard School District**

<b>Fiscal Year Ended</b>	<b>Annual OPEB Cost</b>	<b>% of Annual OPEB Cost Contributed</b>	<b>Net OPEB Obligation</b>
June 30, 2013	\$6,463,002	56.5%	\$11,857,947
June 30, 2014	6,478,963	58.4	14,551,991
June 30, 2015	8,105,124	45.1	18,997,578
June 30, 2016	8,085,327	53.1	22,792,017

***OPEB Funded Status and Funding Progress.*** Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits:

**Schedule of OPEB Funding Progress  
Oxnard School District**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets</b>	<b>Actuarial Liability Entry Age Normal</b>	<b>Unfunded Actuarial Liability</b>	<b>Funded Ratio</b>	<b>Covered Payroll</b>	<b>UAAL as a % of Covered Payroll</b>
May 1, 2009	\$5,749,162	\$41,778,225	\$36,029,063	13.8%	n/a	n/a
June 25, 2011	6,247,011	41,431,056	35,184,045	15.1	n/a	n/a
August 1, 2013	7,689,734	64,082,923	56,393,189	12.0	n/a	n/a
July 1, 2015	7,312,052	78,320,326	71,008,274	9.3	n/a	n/a

*Source: Oxnard Unified School District Audited Financial Statement for Fiscal Year 2015-16.*

**Existing Debt Obligations**

In addition to the District’s ongoing obligations with respect to retirement plans and OPEB described above, the District has outstanding general obligation bond indebtedness, as well as certificates of participation payable from the general fund and an energy retrofit agreement. The District has never defaulted on the payment of principal or interest on any of its long-term indebtedness. See “APPENDIX A - Audited Financial Statements of the District – Note 7 - General Long-Term Debt” for summaries and expected debt service requirements of the District’s long-term debt. See also “DEBT SERVICE SCHEDULES” in the body of this Official Statement.

**General Obligation Bonds.** The District has received voter authorizations to issue general obligation bonds pursuant to the procedures available under California law and election held in the District. Currently, the District has general obligation bond indebtedness outstanding pursuant to its November 7, 2006 bond election which authorized up to \$64 million in general obligation bonds, and its November 8, 2016 bond election which authorized up to \$90 million in general obligation bonds. In addition, the District has multiple issues of refunding general obligation bonds outstanding. The following table summarizes the District’s outstanding general obligation bonds.

**SUMMARY OF OUTSTANDING  
GENERAL OBLIGATION BOND INDEBTEDNESS  
Oxnard Unified School District**

Issue Date	Name of General Obligation Bond Issue	Original Principal Amount	Outstanding January 1, 2017
<u>2006 Authorization- \$64 million</u>			
07/11/2008	2006 Election, Series B	\$31,997,467.00	
<u>2016 Authorization- \$90 million</u>			
12/27/2012	2012 Election, Series A	\$18,390,000.00	17,400,000.00
05/30/2013	2012 Election, Series B	25,500,000.00	25,500,000.00
11/05/2014	2012 Election, Series C	15,750,000.00	15,750,000.00
08/04/2015	2012 Election, Series D	30,360,000.00	29,650,000.00
<u>Refunding Bonds</u>			
03/07/1997	1997 Refunding Bonds	\$19,890,672.00	207,668.65
09/13/2001	2001 Refunding Bonds, Series A	20,920,000.00	13,250,000.00
03/07/2011	2010 Refunding Bonds	10,750,000.00	7,195,000.00
07/14/2011	2011 Refunding Bonds	7,275,000.00	5,425,000.00
07/02/2012	2012 Refunding Bonds	12,240,000.00	12,200,000.00
06/19/2014	2014 Refunding Bonds	11,835,000.00	10,895,000.00
05/06/2017	2015 Refunding Bonds	14,305,000.00	14,125,000.00
09/27/2016	2016 Refunding Bonds	16,360,000.00	16,360,000.00
Totals:		\$235,573,139.00	

**Certificates of Participation.** The District currently has two series of certificates of participation outstanding. On January 19, 2010 the District issued \$5,285,900 of Refunding Certificates of Participation (the “**2010 Certificates**”) pursuant to a lease agreement with Public Property Financing Corporation of California for the purpose of refunding the District’s outstanding 1997 Certificates, which had been issued to finance the final construction of the Norman Brekke Elementary School. The 2010 Certificates were sold bearing stated interest rate of 4.75% maturing between August 1, 2011 and August 1, 2026. As of January 1, 2017, the outstanding principal balance of the 2010 Certificates is \$\_\_\_\_\_.

On April 7, 2016 the District issued \$8,000,000 original principal amount of 2016 Certificates of Participation (the “**2016 Certificates**”) pursuant to a lease agreement with the Public Property Financing Corporation of California for the purpose of financing the acquisition and improvement of real property to be used as educational facilities by the District. The 2016 Certificates were sold with an initial interest rate of 2.00% and a step-up interest rate of 5.00% commencing August 1, 2021. As of January 1, 2017 the 2017 Certificates are outstanding in the aggregate principal amount of \$8,000,000.

**Energy Retrofit Agreement.** On July 17, 2012, the District entered into an equipment lease/purchase agreement (the “**Equipment Lease/Purchase Agreement**”) with Banc of America Public Capital Corp. for the acquisition of an energy efficiency program and corresponding equipment. The financing was in a principal amount of \$4,797,640 with an annual interest rate of 2.98%, with the final payment due in fiscal year 2027-28. The District’s obligation under the Equipment Lease/Purchase Agreement are payable from the District’s General Fund.

**Investment of District Funds**

In accordance with Government Code Section 53600 *et seq.*, the Ventura County Treasurer manages funds deposited with it by the District. The County is required to invest such funds in accordance with California Government Code Sections 53601 *et seq.* In addition, counties are required to establish their own investment policies which may impose limitations beyond those required by the Government Code. See APPENDIX G hereto for a copy of Ventura County’s Investment Policy and recent investment report.

**Effect of State Budget on Revenues**

Public school districts in California are dependent on revenues from the State for a large portion of their operating budgets. California school districts generally receive the majority of their operating revenues from various State sources. The primary source of funding for school districts is LCFF funding, which is derived from a combination of State funds and local property taxes (see “—State Funding of Education – Revenue Limits” above). State funds typically make up the majority of a district’s LCFF funding. School districts also receive funding from the State for some specialized programs such as special education.

The availability of State funds for public education is a function of constitutional provisions affecting school district revenues and expenditures (see “CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS” below), the condition of the State economy (which affects total revenue available to the State general fund), and the annual State budget process. The District cannot predict how education funding may further be changed in the future, or the state of the economy which in turn can impact the amounts of funds available from the State for education funding.

## STATE FUNDING OF EDUCATION; RECENT STATE BUDGETS

**General.** The State requires that from all State revenues there first shall be set apart the moneys to be applied for support of the public school system and public institutions of higher education. Public school districts in California are dependent on revenues from the State for a large portion of their operating budgets. California school districts receive an average of about 55% of their operating revenues from various State sources. The primary source of funding for school districts is funding under the LCFF, which is a combination of State funds and local property taxes (see “DISTRICT FINANCIAL INFORMATION – Education Funding Generally” above). State funds typically make up the majority of a district’s LCFF entitlement

The availability of State funds for public education is a function of constitutional provisions affecting school district revenues and expenditures (see “CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS” below), the condition of the State economy (which affects total revenue available to the State general fund), and the annual State budget process. Decreases in State revenues may significantly affect appropriations made by the legislature to school districts.

*The following information concerning the State’s budgets for the current and most recent preceding years has been compiled from publicly-available information provided by the State. Neither the District, the County, nor the Underwriter is responsible for the information relating to the State’s budgets provided in this section. Further information is available from the Public Finance Division of the State Treasurer’s Office.*

**The Budget Process.** The State’s fiscal year begins on July 1 and ends on June 30. The annual budget is proposed by the Governor by January 10 of each year for the next fiscal year (the “**Governor’s Budget**”). Under State law, the annual proposed Governor’s Budget cannot provide for projected expenditures in excess of projected revenues and balances available from prior fiscal years. Following the submission of the Governor’s Budget, the Legislature takes up the proposal.

Under the State Constitution, money may be drawn from the State Treasury only through an appropriation made by law. The primary source of the annual expenditure authorizations is the Budget Act as approved by the Legislature and signed by the Governor. The Budget Act must be approved by a majority vote of each house of the Legislature. The Governor may reduce or eliminate specific line items in the Budget Act or any other appropriations bill without vetoing the entire bill. Such individual line-item vetoes are subject to override by a two-thirds majority vote of each House of the Legislature.

Appropriations also may be included in legislation other than the Budget Act. Bills containing appropriations (including for K-14 education) must be approved by a majority vote in each house of the Legislature, unless such appropriations require tax increases, in which case they must be approved by a two-thirds vote of each house of the Legislature, and be signed by the Governor. Continuing appropriations, available without regard to fiscal year, may also be provided by statute or the State Constitution.

Funds necessary to meet an appropriation need not be in the State Treasury at the time such appropriation is enacted; revenues may be appropriated in anticipation of their receipt.

## Recent State Budgets

Certain information about the State budgeting process and the State Budget is available through several State of California sources. A convenient source of information is the State's website, where recent official statements for State bonds are posted. *The references to internet websites shown below are shown for reference and convenience only, the information contained within the websites may not be current and has not been reviewed by the District and is not incorporated herein by reference.*

- The California Department of Finance's Internet home page at [www.dof.ca.gov](http://www.dof.ca.gov), under the heading "California Budget", includes the text of proposed and adopted State Budgets.
- The State Legislative Analyst's Office prepares analyses of the proposed and adopted State budgets. The analyses are accessible on the Legislative Analyst's Internet home page at [www.lao.ca.gov](http://www.lao.ca.gov) under the heading "Subject Area – Budget (State)".

**Prior Years' Budgeting Techniques.** Declining revenues and fiscal difficulties which arose in the State commencing in fiscal year 2008-09 led the State to undertake a number of budgeting strategies, which had subsequent impacts on local agencies within the State. These techniques included the issuance of IOUs in lieu of warrants (checks), the enactment of statutes deferring amounts owed to public schools, until a later date in the fiscal year, or even into the following fiscal year (known as statutory deferrals), trigger reductions, which were budget cutting measures which were implemented or could have been implemented if certain State budgeting goals were not met, among others, and the dissolution of local redevelopment agencies in part to make available additional funding for local agencies. Although the fiscal year 2014-15 State Budget is balanced and projects a balanced budget for the foreseeable future, largely attributable to the additional revenues generated due to the passage of Proposition 30 at the November 2, 2010 statewide election, there can be no certainty that budget-cutting strategies such as those used in recent years will not be used in the future should the State Budget again be stressed and if projections included in such budget do not materialize.

**2013-14 State Budget: Significant Change in Education Funding.** As described previously herein, the 2013-14 State Budget and its related implementing legislation enacted significant reforms to the State's system of K-12 education finance with the enactment of the LCFF. Significant reforms such as the LCFF and other changes in law may have significant impacts on the District's finances.

## 2016-17 Adopted State Budget

On June 27, 2016, the Governor signed the 2016-17 State Budget (the "**2016-17 State Budget**") into law with an effective date of July 1, 2016. The 2016-17 State Budget package calls for \$122.5 billion in general fund spending and \$44.6 billion in special fund spending, along with \$3.6 billion in bond spending. The 2016-17 State Budget includes more money for higher education, repeals a cap on welfare payments, raises rates for child care providers and puts an additional \$3.3 billion into the State's rainy-day reserve, including an optional \$2 billion shift to protect against a future economic downturn. The 2016-17 State Budget establishes a multiyear plan that is balanced and that, among other items, provides for the following:

- contributions to both State budget reserves: the Special Fund for Economic Uncertainties, the State’s discretionary reserve, and the Budget Stabilization Account, the state’s constitutional rainy day fund, raising such reserves to \$6.7 billion;
- an increase in funding for K-12 schools of more than \$2.9 billion (representing an increase of 5.4 percent over the LCFF funding level for fiscal year 2014-15 and bringing the LCFF level implementation to 96% complete);
- an increase of more than \$1.3 billion in one-time discretionary general funds for school districts, charter schools and county offices of education to use at local discretion (for activities such as deferred maintenance, professional development, induction for beginning teachers, instructional materials, technology, and the implementation of new educational standards);
- a \$1.6 billion early education block grant by combining three existing programs to promote local flexibility, focusing on disadvantaged students and improved accountability;
- \$807 million for Statewide deferred maintenance at levees, state parks, universities, community colleges, prisons, State hospitals, and other State facilities;
- a \$3.1 billion cap-and-trade expenditure plan to reduce greenhouse gas emissions;
- over \$2 billion in funds for various infrastructure improvements, \$688 million for critical deferred maintenance at levees, State parks, universities, community colleges, prisons, state hospitals, and other State facilities;
- a \$1.2 billion pay-down of debt and liabilities from Proposition 2 funds; and
- \$710 million to pay for the costs of wildfires and for other effects of the drought.

The execution of the 2016-17 State Budget may be affected by numerous factors, including but not limited to: (i) shifts of costs from the federal government to the State, (ii) national, State and international economic conditions, (iii) litigation risk associated with proposed spending reductions, (iv) rising health care costs and (v) other factors, all or any of which could cause the revenue and spending projections in the 2016-17 State Budget to be unattainable. The District cannot predict the impact that the 2016-17 State Budget, or subsequent budgets, will have on its own finances and operations. Additionally, the District cannot predict the accuracy of any projections made in the 2016-17 State Budget.

### **2017-18 Proposed State Budget**

On January 10, 2017, the Governor released his proposed State Budget for fiscal year 2017-18 (the “**2017-18 Proposed Budget**”). The 2017-18 Proposed Budget includes \$177.1 billion in general fund and special fund spending, and identifies a budget deficit of \$2 billion. Proposals included to address the deficit include proposed reductions in planned spending. The



2017-18 Proposed Budget indicates that since the signing of the 2016-17 Budget, State revenues have been lower than previously forecast in five out of the seven past months, and revenues attributed to wage growth have been less than expected. Notwithstanding these variables, State revenues are expected to grow three percent in the coming year. Proposed actions to bring the budget into balance include adjusting the Proposition 98 minimum guarantee on education funding to avoid over-appropriation, and eliminate the authority contained in the 2016-17 Budget for various one-time spending that remains uncommitted, largely with respect to eliminating the \$400 million set-aside for affordable housing that was never allocated and a \$300 million transfer to modernize State office buildings planned for 2017-18. The Governor is required to release a May Revision to his proposed budget by May 14 of each year. It is expected that the May Revision will reduce or eliminate proposed cuts in spending if revenues recover in the coming months.

**Availability of 2016-17 State Budget and 2017-18 Proposed Budget**

The complete 2016-17 State Budget and the 2017-18 Proposed Budget are available from the California Department of Finance website at [www.dof.ca.gov](http://www.dof.ca.gov). The District can take no responsibility for the continued accuracy of this internet address or for the accuracy, completeness or timeliness of information posted there, and such information is not incorporated in this Official Statement by such reference. The information referred to above should not be relied upon in making an investment decision with respect to the Series A Bonds.

**Uncertainty Regarding Future State Budgets**

The District cannot predict what actions will be taken in future years by the State Legislature and the Governor to address the State’s current or future changing revenues and expenditures. Future State budgets will be affected by national and state economic conditions and other factors over which the District has no control. The District cannot predict what impact any future budget proposals will have on the financial condition of the District. To the extent that the State budget process results in reduced revenues to the District, the District will be required to make adjustments to its budgets.

**Disclaimer Regarding State Budgets**

The State has not entered into any contractual commitment with the District, the County, or the Owners of the Bonds to provide State budget information to the District or the owners of the Bonds. Although they believe the State sources of information listed above are reliable, neither the District nor the Underwriters assume any responsibility for the accuracy of the State Budget information set forth or referred to in this Official Statement or incorporated herein. However, the Bonds are secured by *ad valorem* taxes levied and collected on taxable property in the District, without limit as to rate or amount, and are not secured by a pledge of revenues of the District or its general fund.

**Legal Challenges to State Funding of Education**

The application of Proposition 98 and other statutory regulations has been the subject of various legal challenges in recent years, and is likely to be further challenged in the future. For a discussion of how the provisions of Proposition 98 have been applied to school funding see “- State Funding of Education” and “-Recent State Budgets” above.

## **CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS**

Principal of and interest on the Bonds are payable from the proceeds of an *ad valorem* tax levied by the County for the payment thereof. Articles XIII A, XIII B, XIII C, and XIII D of the State Constitution, Propositions 62, 98, 111 and 218, and certain other provisions of law discussed below, are included in this section to describe the potential effect of these Constitutional and statutory measures on the ability of the District to levy taxes and spend tax proceeds for operating and other purposes, and it should not be inferred from the inclusion of such materials that these laws impose any limitation on the ability of the District to levy taxes for payment of the Bonds. The tax levied by the County for payment of the Bonds was approved by the District's voters in compliance with Article XIII A and all applicable laws.

### **Constitutionally Required Funding of Education**

The State Constitution requires that from all State revenues, there shall be first set apart the moneys to be applied by the State for the support of the public school system and public institutions of higher education. School districts receive a significant portion of their funding from State appropriations. As a result, decreases and increases in State revenues can significantly affect appropriations made by the State Legislature to school districts.

### **Article XIII A of the California Constitution**

**Basic Property Tax Levy.** On June 6, 1978, California voters approved Proposition 13 ("**Proposition 13**"), which added Article XIII A to the State Constitution ("**Article XIII A**"). Article XIII A limits the amount of any *ad valorem* tax on real property to 1% of the full cash value thereof, except that additional *ad valorem* taxes may be levied to pay debt service on (i) indebtedness approved by the voters prior to July 1, 1978, (ii) (as a result of an amendment to Article XIII A approved by State voters on June 3, 1986) on bonded indebtedness for the acquisition or improvement of real property which has been approved on or after July 1, 1978 by two-thirds of the voters on such indebtedness (which provided the authority for the issuance of the Bonds), and (iii) (as a result of an amendment to Article XIII A approved by State voters on November 7, 2000) bonded indebtedness incurred by a school district or community college district for the construction, reconstruction, rehabilitation or replacement of school facilities or the acquisition or lease of real property for school facilities, approved by 55% of the voters of the district, but only if certain accountability measures are included in the proposition. Article XIII A defines full cash value to mean "the county assessor's valuation of real property as shown on the 1975-76 tax bill under full cash value, or thereafter, the appraised value of real property when purchased, newly constructed, or a change in ownership have occurred after the 1975 assessment." This full cash value may be increased at a rate not to exceed 2% per year to account for inflation.

Article XIII A has also been amended to permit reduction of the "full cash value" base in the event of declining property values caused by damage, destruction or other factors, to provide that there would be no increase in the "full cash value" base in the event of reconstruction of property damaged or destroyed in a disaster and in other minor or technical ways.

**Legislation Implementing Article XIII A.** Legislation has been enacted and amended a number of times since 1978 to implement Article XIII A. Under current law, local agencies are no longer permitted to levy directly any property tax (except to pay voter-approved indebtedness).

The 1% property tax is automatically levied by the county and distributed according to a formula among taxing agencies. The formula apportions the tax roughly in proportion to the relative shares of taxes levied prior to 1979.

Increases of assessed valuation resulting from reappraisals of property due to new construction, change in ownership or from the annual adjustment not to exceed 2% are allocated among the various jurisdictions in the "taxing area" based upon their respective "situs." Any such allocation made to a local agency continues as part of its allocation in future years.

***Inflationary Adjustment of Assessed Valuation.*** As described above, the assessed value of a property may be increased at a rate not to exceed 2% per year to account for inflation. On December 27, 2001, the Orange County Superior Court, in *County of Orange v. Orange County Assessment Appeals Board No. 3*, held that where a home's taxable value did not increase for two years, due to a flat real estate market, the Orange County assessor violated the 2% inflation adjustment provision of Article XIII A, when the assessor tried to "recapture" the tax value of the property by increasing its assessed value by 4% in a single year. The assessors in most California counties, including the County, use a similar methodology in raising the taxable values of property beyond 2% in a single year. The State Board of Equalization has approved this methodology for increasing assessed values. On appeal, the Appellate Court held that the trial court erred in ruling that assessments are always limited to no more than 2% of the previous year's assessment. On May 10, 2004 a petition for review was filed with the California Supreme Court. The petition has been denied by the California Supreme Court. As a result of this litigation, the "recapture" provision described above may continue to be employed in determining the full cash value of property for property tax purposes.

#### **Article XIII B of the California Constitution**

Article XIII B ("**Article XIII B**") of the State Constitution, as subsequently amended by Propositions 98 and 111, respectively, limits the annual appropriations of the State and of any city, county, school district, authority or other political subdivision of the State to the level of appropriations of the particular governmental entity for the prior fiscal year, as adjusted for changes in the cost of living and in population and for transfers in the financial responsibility for providing services and for certain declared emergencies. For fiscal years beginning on or after July 1, 1990, the appropriations limit of each entity of government shall be the appropriations limit for the 1986-87 fiscal year adjusted for the changes made from that fiscal year under the provisions of Article XIII B, as amended.

The appropriations of an entity of local government subject to Article XIII B limitations include the proceeds of taxes levied by or for that entity and the proceeds of certain state subventions to that entity. "Proceeds of taxes" include, but are not limited to, all tax revenues and the proceeds to the entity from (a) regulatory licenses, user charges and user fees (but only to the extent that these proceeds exceed the reasonable costs in providing the regulation, product or service), and (b) the investment of tax revenues.

Appropriations subject to limitation do not include (a) refunds of taxes, (b) appropriations for debt service, (c) appropriations required to comply with certain mandates of the courts or the federal government, (d) appropriations of certain special districts, (e) appropriations for all qualified capital outlay projects as defined by the Legislature, (f) appropriations derived from certain fuel and vehicle taxes and (g) appropriations derived from certain taxes on tobacco products.

Article XIII B includes a requirement that all revenues received by an entity of government other than the State in a fiscal year and in the fiscal year immediately following it in excess of the amount permitted to be appropriated during that fiscal year and the fiscal year immediately following it shall be returned by a revision of tax rates or fee schedules within the next two subsequent fiscal years. However, in the event that a school district's revenues exceed its spending limit, the district may in any fiscal year increase its appropriations limit to equal its spending by borrowing appropriations limit from the State.

Article XIII B also includes a requirement that 50% of all revenues received by the State in a fiscal year and in the fiscal year immediately following it in excess of the amount permitted to be appropriated during that fiscal year and the fiscal year immediately following it shall be transferred and allocated to the State School Fund under Section 8.5 of Article XVI of the State Constitution.

### **Unitary Property**

Some amount of property tax revenue of the District is derived from utility property which is considered part of a utility system with components located in many taxing jurisdictions (“**unitary property**”). Under the State Constitution, such property is assessed by the State Board of Equalization (“**SBE**”) as part of a “going concern” rather than as individual pieces of real or personal property. State-assessed unitary and certain other property is allocated to the counties by the SBE, taxed at special county-wide rates, and the tax revenues distributed to taxing jurisdictions (including the District) according to statutory formulae generally based on the distribution of taxes in the prior year.

### **Articles XIII C and XIII D**

On November 5, 1996, the voters of the State of California approved Proposition 218, popularly known as the “Right to Vote on Taxes Act.” Proposition 218 added to the California Constitution Articles XIII C and XIII D (respectively, “**Article XIII C**” and “**Article XIII D**”), which contain a number of provisions affecting the ability of local agencies, including school districts, to levy and collect both existing and future taxes, assessments, fees and charges.

According to the “Title and Summary” of Proposition 218 prepared by the California Attorney General, Proposition 218 limits “the authority of local governments to impose taxes and property-related assessments, fees and charges.” Among other things, Article XIII C establishes that every tax is either a “general tax” (imposed for general governmental purposes) or a “special tax” (imposed for specific purposes), prohibits special purpose government agencies such as school districts from levying general taxes, and prohibits any local agency from imposing, extending or increasing any special tax beyond its maximum authorized rate without a two-thirds vote; and also provides that the initiative power will not be limited in matters of reducing or repealing local taxes, assessments, fees and charges. Article XIII C further provides that no tax may be assessed on property other than *ad valorem* property taxes imposed in accordance with Articles XIII and XIII A of the California Constitution and special taxes approved by a two-thirds vote under Article XIII A, Section 4.

On November 2, 2010, Proposition 26 was approved by State voters, which amended Article XIII C to expand the definition of “tax” to include “any levy, charge, or exaction of any kind imposed by a local government” except the following: (1) a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or

granting the privilege; (2) a charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product; (3) a charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof; (4) a charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property; (5) a fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law; (6) a charge imposed as a condition of property development; and (7) assessments and property-related fees imposed in accordance with the provisions of Article XIID. Proposition 26 provides that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Article XIID deals with assessments and property-related fees and charges, and explicitly provides that nothing in Article XIIC or XIID will be construed to affect existing laws relating to the imposition of fees or charges as a condition of property development.

While the provisions of Proposition 218 may have an indirect effect on the District, such as by limiting or reducing the revenues otherwise available to other local governments whose boundaries encompass property located within the District (thereby causing such local governments to reduce service levels and possibly adversely affecting the value of property within the District), the District does not believe that Proposition 218 will directly impact the revenues available to pay debt service on the Bonds.

### **Proposition 98**

On November 8, 1988, California voters approved Proposition 98, a combined initiative constitutional amendment and statute called the "Classroom Instructional Improvement and Accountability Act" (the "**Accountability Act**"). Certain provisions of the Accountability Act have, however, been modified by Proposition 111, discussed below, the provisions of which became effective on July 1, 1990. The Accountability Act changes State funding of public education below the university level and the operation of the State's appropriations limit. The Accountability Act guarantees State funding for K-12 school districts and community college districts (hereinafter referred to collectively as "K-14 school districts") at a level equal to the greater of (a) the same percentage of general fund revenues as the percentage appropriated to such districts in 1986-87, and (b) the amount actually appropriated to such districts from the general fund in the previous fiscal year, adjusted for increases in enrollment and changes in the cost of living. The Accountability Act permits the Legislature to suspend this formula for a one-year period.

The Accountability Act also changes how tax revenues in excess of the State appropriations limit are distributed. Any excess State tax revenues up to a specified amount would, instead of being returned to taxpayers, be transferred to K-14 school districts. Any such transfer to K-14 school districts would be excluded from the appropriations limit for K-14 school districts and the K-14 school district appropriations limit for the next year would automatically be increased by the amount of such transfer. These additional moneys would enter the base funding calculation for K-14 school districts for subsequent years, creating further pressure on

other portions of the State budget, particularly if revenues decline in a year following an Article XIII B surplus. The maximum amount of excess tax revenues which could be transferred to K 14 school districts is 4% of the minimum State spending for education mandated by the Accountability Act.

### **Proposition 111**

On June 5, 1990, the voters approved Proposition 111 (Senate Constitutional Amendment No. 1) called the "Traffic Congestion Relief and Spending Limit Act of 1990" ("**Proposition 111**") which further modified Article XIII B and Sections 8 and 8.5 of Article XVI of the State Constitution with respect to appropriations limitations and school funding priority and allocation.

The most significant provisions of Proposition 111 are summarized as follows:

**Annual Adjustments to Spending Limit.** The annual adjustments to the Article XIII B spending limit were liberalized to be more closely linked to the rate of economic growth. Instead of being tied to the Consumer Price Index, the "change in the cost of living" is now measured by the change in California *per capita* personal income. The definition of "change in population" specifies that a portion of the State's spending limit is to be adjusted to reflect changes in school attendance.

**Treatment of Excess Tax Revenues.** "Excess" tax revenues with respect to Article XIII B are now determined based on a two-year cycle, so that the State can avoid having to return to taxpayers excess tax revenues in one year if its appropriations in the next fiscal year are under its limit. In addition, the Proposition 98 provision regarding excess tax revenues was modified. After any two-year period, if there are excess State tax revenues, 50% of the excess are to be transferred to K-14 school districts with the balance returned to taxpayers; under prior law, 100% of excess State tax revenues went to K-14 school districts, but only up to a maximum of 4% of the schools' minimum funding level. Also, reversing prior law, any excess State tax revenues transferred to K-14 school districts are not built into the school districts' base expenditures for calculating their entitlement for State aid in the next year, and the State's appropriations limit is not to be increased by this amount.

**Exclusions from Spending Limit.** Two exceptions were added to the calculation of appropriations which are subject to the Article XIII B spending limit. First, there are excluded all appropriations for "qualified capital outlay projects" as defined by the Legislature. Second, there are excluded any increases in gasoline taxes above the 1990 level (then nine cents per gallon), sales and use taxes on such increment in gasoline taxes, and increases in receipts from vehicle weight fees above the levels in effect on January 1, 1990. These latter provisions were necessary to make effective the transportation funding package approved by the Legislature and the Governor, which expected to raise over \$15 billion in additional taxes from 1990 through 2000 to fund transportation programs.

**Recalculation of Appropriations Limit.** The Article XIII B appropriations limit for each unit of government, including the State, was to be recalculated beginning in fiscal year 1990-91. The recalculation was based on the actual limit for fiscal year 1986-87, adjusted forward to 1990-91 as if Proposition 111 had been in effect.

**School Funding Guarantee.** There is a complex adjustment in the formula enacted in Proposition 98 which guarantees K-14 school districts a certain amount of State general fund

revenues. Under prior law, K-14 school districts were guaranteed the greater of (1) 40.9% of State general fund revenues (the “**first test**”) or (2) the amount appropriated in the prior year adjusted for changes in the cost of living (measured as in Article XIII B by reference to *per capita* personal income) and enrollment (the “**second test**”). Under Proposition 111, schools will receive the greater of (1) the first test, (2) the second test, or (3) a third test, which will replace the second test in any year when growth in *per capita* State general fund revenues from the prior year is less than the annual growth in California per capita personal income (the “**third test**”). Under the third test, schools will receive the amount appropriated in the prior year adjusted for change in enrollment and *per capita* State general fund revenues, plus an additional small adjustment factor. If the third test is used in any year, the difference between the third test and the second test will become a “credit” to schools which will be paid in future years when State general fund revenue growth exceeds personal income growth.

### **Proposition 39**

On November 7, 2000, California voters approved an amendment (commonly known as “**Proposition 39**”) to the California Constitution. This amendment (1) allows school facilities bond measures to be approved by 55% (rather than two-thirds) of the voters in local elections and permits property taxes to exceed the current 1% limit in order to repay the bonds and (2) changes existing statutory law regarding charter school facilities. As adopted, the constitutional amendments may be changed only with another Statewide vote of the people. The statutory provisions could be changed by a majority vote of both houses of the Legislature and approval by the Governor, but only to further the purposes of the proposition. The local school jurisdictions affected by this proposition are K-12 school districts, community college districts, including the District, and county offices of education. As noted above, the California Constitution previously limited property taxes to 1% of the value of property. Prior to the approval of Proposition 39, property taxes could only exceed this limit to pay for (1) any local government debts approved by the voters prior to July 1, 1978 or (2) bonds to acquire or improve real property that receive two-thirds voter approval after July 1, 1978.

The 55% vote requirement authorized by Proposition 39 applies only if the local bond measure presented to the voters includes: (1) a requirement that the bond funds can be used only for construction, rehabilitation, equipping of school facilities, or the acquisition or lease of real property for school facilities; (2) a specific list of school projects to be funded and certification that the school board has evaluated safety, class size reduction, and information technology needs in developing the list; and (3) a requirement that the school board conduct annual, independent financial and performance audits until all bond funds have been spent to ensure that the bond funds have been used only for the projects listed in the measure. Legislation approved in June 2000 places certain limitations on local school bonds to be approved by 55% of the voters. These provisions require that the tax rate levied as the result of any single election be no more than \$60 (for a unified school district), \$30 (for an elementary school district or high school district), or \$25 (for a community college district), per \$100,000 of taxable property value. These requirements are not part of this proposition and can be changed with a majority vote of both houses of the Legislature and approval by the Governor.

## **Proposition 30**

The Guaranteed Local Public Safety Funding, Initiative Constitutional Amendment (also known as “**Proposition 30**”), temporarily increases the State Sales and Use Tax and personal income tax rates on higher incomes. Proposition 30 temporarily imposes an additional tax on all retailers, at the rate of 0.25% of gross receipts from the sale of all tangible personal property sold in the State from January 1, 2013 to December 31, 2016. Proposition 30 also imposes an additional excise tax on the storage, use, or other consumption in the State of tangible personal property purchased from a retailer on and after January 1, 2013 and before January 1, 2017. This excise tax will be levied at a rate of 0.25% of the sales price of the property so purchased. For personal income taxes imposed beginning in the taxable year commencing January 1, 2012 and ending December 31, 2018, Proposition 30 increases the marginal personal income tax rate by: (i) 1% for taxable income over \$250,000 but less than \$300,000 for single filers (over \$340,000 but less than \$408,000 for joint filers), (ii) 2% for taxable income over \$300,000 but less than \$500,000 for single filers (over \$408,000 but less than \$680,000 for joint filers), and (iii) 3% for taxable income over \$500,000 for single filers (over \$680,000 for joint filers).

The revenues generated from the temporary tax increases will be included in the calculation of the Proposition 98 minimum funding guarantee for school districts and community college districts. See “Proposition 98” and “Proposition 111” above. From an accounting perspective, the revenues generated from the temporary tax increases will be deposited into the State account created pursuant to Proposition 30 called the Education Protection Account (the “**EPA**”). Pursuant to Proposition 30, funds in the EPA will be allocated quarterly, with 89% of such funds provided to schools districts and 11% provided to community college districts. The funds will be distributed to school districts and community college districts in the same manner as existing unrestricted per-student funding, except that no school district will receive less than \$200 per unit of ADA and no community college district will receive less than \$100 per full time equivalent student. The governing board of each school district and community college district is granted sole authority to determine how the moneys received from the EPA are spent, provided that, the appropriate governing board is required to make these spending determinations in open session at a public meeting and such local governing boards are prohibited from using any funds from the EPA for salaries or benefits of administrators or any other administrative costs.

The California Children’s Education and Health Care Protection Act of 2016, also known as Proposition 55, was a proposed constitutional amendment initiative that was approved on the November 8, 2016 general election ballot in California. Proposition 55 extends the increases to personal income tax rates for high-income taxpayers that were approved as part of Proposition 30 through 2030, instead of the scheduled expiration date of December 31, 2018. Tax revenue received under Proposition 55 is to be allocated 89% to K-12 schools and 11% to community colleges.

## **Proposition 1A and Proposition 22**

On November 2, 2004, California voters approved Proposition 1A, which amended the State constitution to significantly reduce the State's authority over major local government revenue sources. Under Proposition 1A, the State cannot (i) reduce local sales tax rates or alter the method of allocating the revenue generated by such taxes, (ii) shift property taxes from local governments to schools or community colleges, (iii) change how property tax revenues are shared among local governments without two-thirds approval of both houses of the State Legislature or (iv) decrease Vehicle License Fee revenues without providing local governments



with equal replacement funding. Under Proposition 1A, beginning, in 2008-09, the State may shift to schools and community colleges a limited amount of local government property tax revenue if certain conditions are met, including: (i) a proclamation by the Governor that the shift is needed due to a severe financial hardship of the State, and (ii) approval of the shift by the State Legislature with a two-thirds vote of both houses. Under such a shift, the State must repay local governments for their property tax losses, with interest, within three years. Proposition 1A does allow the State to approve voluntary exchanges of local sales tax and property tax revenues among local governments within a county. Proposition 1A also amended the State Constitution to require the State to suspend certain State laws creating mandates in any year that the State does not fully reimburse local governments for their costs to comply with the mandates. This provision does not apply to mandates relating to schools or community colleges or to those mandates relating to employee rights.

Proposition 22, a constitutional initiative entitled the “Local Taxpayer, Public Safety, and Transportation Protection Act of 2010,” approved on November 2, 2010, superseded many of the provision of Proposition 1A. This initiative amends the State Constitution to prohibit the legislature from diverting or shifting revenues that are dedicated to funding services provided by local government or funds dedicated to transportation improvement projects and services. Under this proposition, the State is not allowed to take revenue derived from locally imposed taxes, such as hotel taxes, parcel taxes, utility taxes and sales taxes, and local public transit and transportation funds. Further, in the event that a local governmental agency sues the State alleging a violation of these provisions and wins, then the State must automatically appropriate the funds needed to pay that local government. This Proposition was intended to, among other things, stabilize local government revenue sources by restricting the State’s control over local property taxes. Proposition 22 did not prevent the California State Legislature from dissolving State redevelopment agencies pursuant to AB 1X26, as confirmed by the decision of the California Supreme Court decision in *California Redevelopment Association v. Matosantos* (2011).

Because Proposition 22 reduces the State’s authority to use or reallocate certain revenue sources, fees and taxes for State general fund purposes, the State will have to take other actions to balance its budget, such as reducing State spending or increasing State taxes, and school and college districts that receive Proposition 98 or other funding from the State will be more directly dependent upon the State’s general fund.

### **Future Initiatives**

Article XIII A, Article XIII B, Article XIII C and Article XIII D of the California Constitution and Propositions 98, 22, 26, 30 and 39 were each adopted as measures that qualified for the ballot under the State’s initiative process. From time to time other initiative measures could be adopted further affecting District revenues or the District’s ability to expend revenues. The nature and impact of these measures cannot be anticipated by the District.

## APPENDIX C

### GENERAL INFORMATION ABOUT THE CITY OF OXNARD AND THE COUNTY OF VENTURA

*The following information concerning the City of Oxnard (the “City”) and Ventura County (the “County”) is included only for the purpose of supplying general information regarding the area of the District. The Refunding Bonds are not a debt of the City, the County, the State of California (the “State”) or any of its political subdivisions (other than the District), and none of the City, the County, the State or any of its political subdivisions (other than the District) is liable therefor.*

#### General

The County of Ventura is situated on the southern California Coast. The County covers an area of approximately 1,843 square miles and ranks 26th in size among California’s 58 counties. The County is bordered by the Pacific Ocean to the south and west, Santa Barbara County to the west, Kern County to the north, and Los Angeles County to the east. The County’s major population centers are San Buenaventura (the County seat), Oxnard, Thousand Oaks, Simi Valley, and Camarillo. All are within approximately 60 miles of downtown Los Angeles.

Most of the northern half of the County is within the Los Padres National Forest. Mountain ranges created fertile valleys and broad alluvial basins, primarily in the southern half of the County. The high soil fertility and good drainage of the alluvial basins have helped the County become a leading agricultural producer.

#### Population

The following table lists population estimates for the City, the County and the other major cities in the County as of January 1 each year for the last five calendar years.

#### CITY OF OXNARD VENTURA COUNTY Population Estimates Calendar Years 2012 through 2016

	2012	2013	2014	2015	2016
Camarillo	66,095	66,485	66,715	67,154	69,924
Fillmore	15,074	15,188	15,333	15,441	15,529
Moorpark	34,661	34,934	35,158	35,727	36,715
Ojai	7,500	7,554	7,593	7,612	7,477
<b>Oxnard</b>	<b>199,447</b>	<b>201,029</b>	<b>203,474</b>	<b>206,148</b>	<b>206,997</b>
Port Hueneme	21,583	22,043	22,389	22,768	22,702
San Buenaventura	106,667	108,387	108,881	109,338	108,557
Santa Paula	29,742	29,979	30,435	30,556	30,752
Simi Valley	124,727	125,667	126,215	126,483	127,167
Thousand Oaks	127,432	128,252	128,942	129,349	132,365
Balance of County	96,147	96,635	97,250	97,497	98,323
<b>Total County</b>	<b>829,075</b>	<b>836,153</b>	<b>842,385</b>	<b>848,073</b>	<b>856,508</b>

*Source: California Department of Finance, Demographic Research Unit.*

**Employment and Industry**

The District is included in the Oxnard-Thousand Oaks-Ventura Metropolitan Statistical Area (“**MSA**”). The unemployment rate in the County was 5.0 percent in November 2016, down from a revised 5.3 percent in October 2016, and below the year-ago estimate of 5.6 percent. This compares with an unadjusted unemployment rate of 5.0 percent for California and 4.4 percent for the nation during the same period.

The table below provides information about employment rates and employment by industry type for the County for calendar years 2011 through 2015. Annual figures are not yet available for calendar year 2016.

**VENTURA COUNTY  
Annual Average Civilian Labor Force, Employment and Unemployment,  
Employment by Industry  
(March 2015 Benchmark)**

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Civilian Labor Force <sup>(1)</sup>	431,700	435,400	435,000	432,600	429,800
Employment	387,500	395,700	400,800	403,900	405,300
Unemployment	44,200	39,600	34,300	28,700	24,400
Unemployment Rate	10.2%	9.1%	7.9%	6.6%	5.7%
<u>Wage and Salary Employment:</u> <sup>(2)</sup>					
Agriculture	25,200	27,100	27,400	26,500	26,500
Mining and Logging	1,300	1,300	1,200	1,300	1,000
Construction	11,300	11,800	12,600	13,700	14,200
Manufacturing	30,600	29,900	29,900	30,600	30,400
Wholesale Trade	12,500	12,600	12,900	12,800	12,600
Retail Trade	36,300	37,300	38,500	39,200	39,700
Transportation, Warehousing, Utilities	5,500	5,700	5,900	6,000	6,000
Information	4,900	5,200	5,200	5,300	5,100
Finance and Insurance	16,200	15,400	14,500	14,200	13,500
Real Estate and Rental and Leasing	4,200	4,200	4,400	4,500	4,200
Professional and Business Services	33,300	34,900	36,300	35,100	34,700
Educational and Health Services	36,300	38,200	40,400	41,600	42,700
Leisure and Hospitality	31,400	32,800	33,800	34,800	35,900
Other Services	9,200	9,400	9,700	9,800	9,600
Federal Government	7,400	7,200	7,000	6,900	7,100
State Government	2,700	2,700	2,700	2,800	2,900
Local Government	34,300	33,700	33,900	34,400	35,300
Total all Industries <sup>(3)</sup>	302,600	309,300	316,200	319,400	321,300

(1) Labor force data is by place of residence; includes self-employed individuals, unpaid family workers, household domestic workers, and workers on strike.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, and workers on strike.

(3) Totals may not add due to rounding.

Source: State of California Employment Development Department.

## Major Employers

The following table lists the largest manufacturing and non-manufacturing employers within the County as of January 2017, in alphabetical order.

### VENTURA COUNTY Largest Employers January 2017

<b>Employer Name</b>	<b>Location</b>	<b>Industry</b>
Air National Guard	Port Hueneme	State Government-National Security
Amgen Inc	Thousand Oaks	Biological Specimens-Manufacturers
Anthem Blue Cross	Westlake Village	Insurance
Baxter Healthcare	Westlake Village	Physicians & Surgeons Equip & Supls-Mfrs
Boskovich Farms Inc	Oxnard	Fruits & Vegetables-Growers & Shippers
Cal Atlantic Homes	Westlake Village	Home Builders
City of Simi Valley	Simi Valley	Government Offices-City, Village & Twp
Coleman Welding	Ventura	Steel-Structural (mfrs)
Community Memorial Health Syst	Ventura	Hospitals
Dole Berry Co	Oxnard	Fruits & Vegetables-Growers & Shippers
Haas Automation Inc	Oxnard	Machinery-Manufacturers
Harbor Freight Tools USA Inc	Camarillo	Tools-New & Used
I Yogi Technical Support	Oak Park	Computers-Service & Repair
Los Robles Hospital & Med Ctr	Thousand Oaks	Hospitals
Moorpark College	Moorpark	Schools-Universities & Colleges Academic
Nancy Reagan Breast Ctr	Simi Valley	Diagnostic Imaging Centers
Naval Air Warfare Ctr Weapons	Point Mugu Nawc	Federal Government-National Security
Naval Construction Battalion	Point Mugu Nawc	Government Offices-U.S.
Ojai Valley Inn & Spa	Ojai	Inns
Oxnard College	Oxnard	Schools-Universities & Colleges Academic
Sheriff's Department-Jails	Ventura	Government Offices-County
Simi Valley City Manager	Simi Valley	Government Offices-City, Village & Twp
Simi Valley Hospital	Simi Valley	Hospitals
St John's Regional Medical Ctr	Oxnard	Hospitals
Ventura County Offices of Edu	Camarillo	Schools
Air National Guard	Port Hueneme	State Government-National Security

*Source: State of California Employment Development Department, extracted from The America's Labor Market Information System (ALMIS) Employer Database, 2017 1st Edition.*

**Effective Buying Income**

“Effective Buying Income” is defined as personal income less personal tax and nontax payments, a number often referred to as “disposable” or “after-tax” income. Personal income is the aggregate of wages and salaries, other labor-related income (such as employer contributions to private pension funds), proprietor’s income, rental income (which includes imputed rental income of owner-occupants of non-farm dwellings), dividends paid by corporations, interest income from all sources, and transfer payments (such as pensions and welfare assistance). Deducted from this total are personal taxes (federal, state and local), nontax payments (fines, fees, penalties, etc.) and personal contributions to social insurance. According to U.S. government definitions, the resultant figure is commonly known as “disposable personal income.”

The following table summarizes the Household Effective Buying Income for the City, the County, the State of California and the United States for the period 2011 through 2015. Data is not yet available for calendar year 2016.

**COUNTY OF VENTURA  
Effective Buying Income  
As of January 1, 2011 through 2015**

<b>Year</b>	<b>Area</b>	<b>Total Effective Buying Income (000’s Omitted)</b>	<b>Median Household Effective Buying Income</b>
2011	City of Oxnard	\$2,737,998	\$46,616
	Ventura County	19,920,950	58,300
	California	814,578,458	47,062
	United States	6,438,704,664	41,253
2012	City of Oxnard	\$3,059,218	\$47,708
	Ventura County	21,829,753	59,284
	California	864,088,828	47,307
	United States	6,737,867,730	41,358
2013	City of Oxnard	\$3,066,423	\$49,260
	Ventura County	21,077,443	60,285
	California	858,676,636	48,340
	United States	6,982,757,379	43,715
2014	City of Oxnard	\$3,216,918	\$51,206
	Ventura County	21,468,990	60,911
	California	901,189,699	50,072
	United States	7,357,153,421	45,448
2015	City of Oxnard	\$3,529,380	\$54,966
	Ventura County	24,412,090	67,179
	California	981,231,666	53,589
	United States	7,757,960,399	46,738

*Source: The Nielsen Company (US), Inc.*

**Commercial Activity**

Summaries of historic taxable sales within the City and the County during the past five years in which data is available are shown in the following tables. Annual figures are not yet available for calendar years 2015 or 2016.

Total taxable sales during the first quarter of calendar year 2015 in the City were reported to be \$603,882,828, a 3.59% increase over the total taxable sales of \$582,977,000 reported during the first quarter of calendar year 2014.

**CITY OF OXNARD  
Taxable Retail Sales  
Calendar Years 2010 through 2014  
(Dollars in Thousands)**

	<u>Retail Stores</u>		<u>Total All Outlets</u>	
	<u>Number of Permits</u>	<u>Taxable Transactions</u>	<u>Number of Permits</u>	<u>Taxable Transactions</u>
2010	2,262	\$1,507,987	2,530	\$1,933,728
2011	2,174	1,633,046	3,460	2,122,220
2012	2,175	1,765,630	3,474	2,290,589
2013	2,218	1,864,247	3,479	2,395,169
2014	2,338	1,947,853	3,590	2,502,372

*Source: California State Board of Equalization, Taxable Sales in California (Sales & Use Tax).*

Total taxable sales during the first quarters of calendar year 2015 in the County were reported to be \$3,186,462,495, a 3.47% increase over the total taxable sales of \$3,079,669,000 reported during the first quarter of calendar year 2014.

**VENTURA COUNTY  
Taxable Retail Sales  
Calendar Years 2010 through 2014  
(Dollars in Thousands)**

	<u>Retail Stores</u>		<u>Total All Outlets</u>	
	<u>Number of Permits</u>	<u>Taxable Transactions</u>	<u>Number of Permits</u>	<u>Taxable Transactions</u>
2010	14,134	\$7,546,960	22,422	\$10,225,488
2011	13,788	8,156,404	22,032	11,020,181
2012	13,992	8,700,010	22,206	11,958,260
2013	14,285	9,101,436	22,234	12,824,296
2014	14,903	9,401,053	22,851	13,366,628

*Source: California State Board of Equalization, Taxable Sales in California (Sales & Use Tax).*

## Construction Activity

Construction activity in the City and the County for the past five years for which data is available is shown in the following tables. Annual figures for calendar year 2016 are not yet available.

### CITY OF OXNARD Total Building Permit Valuations Calendar Years 2011 through 2015 (valuations in thousands)

	2011	2012	2013	2014	2015
<u>Permit Valuation</u>					
New Single-family	\$6,647.2	\$790.1	\$17,207.8	\$10,497.2	\$41,189.3
New Multi-family	40,084.8	13,871.4	78,903.5	48,026.2	11,874.3
Res. Alterations/Additions	<u>7,081.7</u>	<u>4,159.9</u>	<u>7,023.0</u>	<u>12,277.6</u>	<u>7,501.4</u>
Total Residential	53,813.8	18,821.4	103,134.3	70,801.0	60,565.0
New Commercial	10,497.8	1,615.1	13,579.5	2,459.6	5,281.7
New Industrial	0.0	5,126.5	0.0	9,118.2	1,337.6
New Other	11,997.5	2,929.2	369.6	2,156.9	764.0
Com. Alterations/Additions	<u>13,735.5</u>	<u>8,497.8</u>	<u>23,839.5</u>	<u>19,682.6</u>	<u>14,145.1</u>
Total Nonresidential	36,230.7	18,168.6	37,788.6	33,417.3	21,528.4
<u>New Dwelling Units</u>					
Single Family	20	4	66	42	146
Multiple Family	<u>320</u>	<u>80</u>	<u>366</u>	<u>269</u>	<u>83</u>
TOTAL	340	84	432	311	229

Source: Construction Industry Research Board, Building Permit Summary.

### VENTURA COUNTY Total Building Permit Valuations Calendar Years 2011 through 2015 (valuations in thousands)

	2011	2012	2013	2014	2015
<u>Permit Valuation</u>					
New Single-family	\$65,286.8	\$62,359.0	\$139,009.7	\$169,065.9	\$238,295.5
New Multi-family	67,765.0	23,303.3	121,304.6	102,514.6	69,260.2
Res. Alterations/Additions	<u>63,166.4</u>	<u>56,288.6</u>	<u>53,255.4</u>	<u>72,971.1</u>	<u>66,458.2</u>
Total Residential	196,218.2	141,950.9	313,569.7	344,551.6	374,013.9
New Commercial	29,340.6	10,241.8	64,645.0	21,358.7	55,505.3
New Industrial	6,955.4	9,636.2	336.6	17,938.6	4,404.9
New Other	29,991.0	19,172.5	9,813.5	30,893.9	37,412.3
Com. Alterations/Additions	<u>80,890.5</u>	<u>69,241.1</u>	<u>79,728.1</u>	<u>79,948.9</u>	<u>92,613.9</u>
Total Nonresidential	147,177.5	108,291.6	154,523.2	150,140.1	189,936.4
<u>New Dwelling Units</u>					
Single Family	167	175	360	450	615
Multiple Family	<u>539</u>	<u>147</u>	<u>688</u>	<u>632</u>	<u>394</u>
TOTAL	706	322	1,048	1,082	1,009

Source: Construction Industry Research Board, Building Permit Summary.

**APPENDIX D**

**PROPOSED FORM OF OPINION OF BOND COUNSEL**

[LETTERHEAD OF JONES HALL]

\_\_\_\_\_, 2017

Board of Trustees  
Oxnard School District  
1051 South "A" Street  
Oxnard, California 93030

**OPINION:**     \$\_\_\_\_\_ Oxnard School District  
                  (Ventura County, California)  
                  General Obligation Bonds Election of 2016, Series A

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Members of the Board of Trustees:

We have acted as bond counsel to the Oxnard School District (the "District") in connection with the issuance by the District of \$\_\_\_\_\_ principal amount of Oxnard School District (Ventura County, California) General Obligation Bonds Election of 2016, Series A, dated the date hereof (together, the "Bonds"), under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Act"), and a resolution adopted by the Board of Trustees of the District (the "Board") on February 15, 2017 (the "Bond Resolution"). We have examined the law and such certified proceedings and other papers as we deemed necessary to render this opinion.

As to questions of fact material to our opinion, we have relied upon representations of the Board contained in the Bond Resolution and in the certified proceedings and other certifications furnished to us, without undertaking to verify such facts by independent investigation.

Based upon our examination, we are of the opinion, under existing law, as follows:

1.     The District is a duly created and validly existing unified school district with the power to issue the Bonds and to perform its obligations under the Bond Resolution and the Bonds.
  
2.     The Bond Resolution has been duly adopted by the Board, and constitutes a valid and binding obligation of the District enforceable against the District in accordance with its terms.



3. The Bonds have been duly authorized, executed and delivered by the District, and are valid and binding general obligations of the District.

4. The Board of Supervisors of Ventura County is required to levy an *ad valorem* tax upon the property in the District, unlimited as to rate or amount, for the payment of principal of and interest on the Bonds.

5. The interest on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; it should be noted, however, that for the purpose of computing the alternative minimum tax imposed on corporations (as defined for federal income tax purposes), such interest is taken into account in determining certain income and earnings. The opinions set forth in the preceding sentence are subject to the condition that the District comply with all requirements of the Internal Revenue Code of 1986 that must be satisfied subsequent to the issuance of the Bonds in order that interest thereon be, or continue to be, excluded from gross income for federal tax purposes. The District has covenanted to comply with each such requirement. Failure to comply with certain of such requirements may cause the inclusion of interest on the Bonds in gross income for federal income tax purposes to be retroactive to the date of issuance of the Bonds. We express no opinion regarding other federal tax consequences arising with respect to the ownership, sale or disposition of the Bonds, or the amount, accrual or receipt of interest on the Bonds.

6. The interest on the Bonds is exempt from personal income taxation imposed by the State of California.

The rights of the owners of the Bonds and the enforceability of the Bonds and the Bond Resolution may be subject to bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights heretofore or hereafter enacted and may also be subject to the exercise of judicial discretion in appropriate cases.

Respectfully submitted,

A Professional Law Corporation

## APPENDIX E

### FORM OF CONTINUING DISCLOSURE CERTIFICATE

§ \_\_\_\_\_  
OXNARD SCHOOL DISTRICT  
(Ventura County, California)  
General Obligation Bonds  
Election of 2016, Series A

#### CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (this “**Disclosure Certificate**”) is executed and delivered by the Oxnard School District (the “**District**”) in connection with the issuance and delivery of the captioned bonds (the “**Bonds**”). The captioned Bonds are being issued pursuant to a resolution adopted by the Board of Trustees of the District on February 15, 2017 (the “**Resolution**”). U.S. Bank Trust National Association is initially acting as paying agent for the Bonds (the “**Paying Agent**”).

The District hereby covenants and agrees as follows:

**Section 1. Purpose of the Disclosure Certificate.** This Disclosure Certificate is being executed and delivered by the District for the benefit of the holders and beneficial owners of the Bonds and in order to assist the Participating Underwriter in complying with S.E.C. Rule 15c2-12(b)(5).

**Section 2. Definitions.** In addition to the definitions set forth above and in the Resolutions, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section 2, the following capitalized terms shall have the following meanings:

“*Annual Report*” means any Annual Report provided by the District pursuant to, and as described in, Sections 3 and 4.

“*Annual Report Date*” means the date not later than nine months after the end of each fiscal year of the District (currently March 31).

“*Dissemination Agent*” means, initially, the District, or any successor Dissemination Agent designated in writing by the District and which has filed with the District and the Paying Agent a written acceptance of such designation.

“*Listed Events*” means any of the events listed in Section 5(a).

“*MSRB*” means the Municipal Securities Rulemaking Board, which has been designated by the Securities and Exchange Commission as the sole repository of disclosure information for purposes of the Rule.

“*Official Statement*” means the final official statement executed by the District in connection with the issuance of the Bonds.

“*Paying Agent*” means U.S. Bank Trust National Association, Los Angeles, California, or any successor thereto.

“*Participating Underwriter*” means Stifel, Nicolaus & Company, Incorporated, the original Underwriter of the Bonds required to comply with the Rule in connection with offering of the Bonds.

“*Rule*” means Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

### **Section 3. Provision of Annual Reports.**

(a) The District shall, or shall cause the Dissemination Agent to, not later than the Annual Report Date, commencing not later than March 31, 2018 with the report for the 2016-17 fiscal year, provide to the MSRB in an electronic format as prescribed by the MSRB, an Annual Report that is consistent with the requirements of Section 4. Not later than 15 Business Days prior to the Annual Report Date, the District shall provide the Annual Report to the Dissemination Agent (if other than the District). If by 15 Business Days prior to the Annual Report Date the Dissemination Agent (if other than the District) has not received a copy of the Annual Report, the Dissemination Agent shall contact the District to determine if the District is in compliance with the previous sentence. The Annual Report may be submitted as a single document or as separate documents comprising a package, and may include by reference other information as provided in Section 4; provided that the audited financial statements of the District may be submitted separately from the balance of the Annual Report, and later than the Annual Report Date, if not available by that date. If the District’s fiscal year changes, it shall give notice of such change in the same manner as for a Listed Event under Section 5(c). The District shall provide a written certification with each Annual Report furnished to the Dissemination Agent to the effect that such Annual Report constitutes the Annual Report required to be furnished by the District hereunder.

(b) If the District does not provide (or cause the Dissemination Agent to provide) an Annual Report by the Annual Report Date, the District in a timely manner shall provide (or cause the Dissemination Agent to provide) to the MSRB, in an electronic format as prescribed by the MSRB, a notice in substantially the form attached as Exhibit A, with a copy to the Paying Agent and Participating Underwriter.

(c) With respect to each Annual Report, the Dissemination Agent shall:

- (i) determine each year prior to the Annual Report Date the then-applicable rules and electronic format prescribed by the MSRB for the filing of annual continuing disclosure reports; and
- (ii) if the Dissemination Agent is other than the District, file a report with the District certifying that the Annual Report has been provided pursuant to this Disclosure Certificate, and stating the date it was provided.

**Section 4. Content of Annual Reports.** The District's Annual Report shall contain or incorporate by reference the following:

(a) Audited financial statements prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the District's audited financial statements are not available by the Annual Report Date, the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.

(b) Unless otherwise provided in the audited financial statements filed on or before the Annual Report Date, the following information with respect to the most recently completed fiscal year, as follows:

- (i) total assessed valuation of taxable properties in the District;
- (ii) total assessed valuation of taxable properties of the top twenty taxpayers in the District;
- (iii) property tax collection delinquencies for the District, but only if *ad valorem* taxes for general obligation bonds are not collected on the County's Teeter Plan and such information is available from the County at the time of filing the Annual Report; and
- (iv) the District's most recently adopted budget available at the time of filing the Annual Report.

(c) In addition to any of the information expressly required to be provided under paragraphs (a) and (b) of this Section, the District shall provide such further information, if any, as may be necessary to make the specifically required statements, in the light of the circumstances under which they are made, not misleading.

(d) Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the District or related public entities, which are available to the public on the MSRB's Internet web site or filed with the Securities and Exchange Commission.

**Section 5. Reporting of Significant Events.**

(a) The District shall give, or cause to be given, notice of the occurrence of any of the following Listed Events with respect to the Bonds:

- (1) Principal and interest payment delinquencies.
- (2) Non-payment related defaults, if material.
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties.
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties.

- (5) Substitution of credit or liquidity providers, or their failure to perform.
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security.
- (7) Modifications to rights of security holders, if material.
- (8) Bond calls, if material, and tender offers.
- (9) Defeasances.
- (10) Release, substitution, or sale of property securing repayment of the securities, if material.
- (11) Rating changes.
- (12) Bankruptcy, insolvency, receivership or similar event of the District.
- (13) The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

(b) Whenever the District obtains knowledge of the occurrence of a Listed Event, the District shall, or shall cause the Dissemination Agent (if not the District) to, file a notice of such occurrence with the MSRB, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of 10 business days after the occurrence of the Listed Event. Notwithstanding the foregoing, notice of Listed Events described in subsections (a)(8) and (9) above need not be given under this subsection any earlier than the notice (if any) of the underlying event is given to holders of affected Bonds under the Resolution.

(c) The District acknowledges that the events described in subparagraphs (a)(2), (a)(7), (a)(8) (if the event is a bond call), (a)(10), (a)(13), and (a)(14) of this Section 5 contain the qualifier "if material" and that subparagraph (a)(6) also contains the qualifier "material" with respect to certain notices, determinations or other events affecting the tax status of the Bonds. The District shall cause a notice to be filed as set forth in paragraph (b) above with respect to any such event only to the extent that it determines the event's occurrence is material for purposes of U.S. federal securities law. Whenever the District obtains knowledge of the occurrence of any of these Listed Events, the District will as soon as possible determine if such event would be material under applicable federal securities law. If such event is determined to be material, the District will cause a notice to be filed as set forth in paragraph (b) above.

(d) For purposes of this Disclosure Certificate, any event described in paragraph (a)(12) above is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent, or similar officer for the District in a proceeding under the United States Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business

of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement, or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District.

**Section 6. Identifying Information for Filings with the MSRB.** All documents provided to the MSRB under the Disclosure Certificate shall be accompanied by identifying information as prescribed by the MSRB.

**Section 7. Termination of Reporting Obligation.** The District's obligations under this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Bonds. If such termination occurs prior to the final maturity of the Bonds, the District shall give notice of such termination in the same manner as for a Listed Event under Section 5(c).

**Section 8. Dissemination Agent.** The District may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any Dissemination Agent, with or without appointing a successor Dissemination Agent. The initial Dissemination Agent shall be the District. Any Dissemination Agent may resign by providing 30 days' written notice to the District and the Paying Agent.

**Section 9. Amendment; Waiver.** Notwithstanding any other provision of this Disclosure Certificate, the District may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, provided that the following conditions are satisfied:

- (a) if the amendment or waiver relates to the provisions of Sections 3(a), 4 or 5(a), it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of an obligated person with respect to the Bonds, or type of business conducted;
- (b) the undertakings herein, as proposed to be amended or waived, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and
- (c) the proposed amendment or waiver either (i) is approved by holders of the Bonds in the manner provided in the Resolution for amendments to the Resolution with the consent of holders, or (ii) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the holders or beneficial owners of the Bonds.

If the annual financial information or operating data to be provided in the Annual Report is amended pursuant to the provisions hereof, the first annual financial information filed pursuant hereto containing the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of the change in the type of operating data or financial information being provided.

If an amendment is made to the undertaking specifying the accounting principles to be followed in preparing financial statements, the annual financial information for the year in which the change is made shall present a comparison between the financial statements or information prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles. The comparison shall include a qualitative discussion of the differences in the accounting principles and the impact of the change in the accounting principles on the presentation of the financial information, in order to provide information to investors to enable them to evaluate the ability of the District to meet its obligations. To the extent reasonably feasible, the comparison shall be quantitative. A notice of the change in the accounting principles shall be filed in the same manner as for a Listed Event under Section 5(c).

**Section 10. Additional Information.** Nothing in this Disclosure Certificate shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the District chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the District shall have no obligation under this Disclosure Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

**Section 11. Default.** If the District fails to comply with any provision of this Disclosure Certificate, the Participating Underwriter or any holder or beneficial owner of the Bonds may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an Event of Default under the Resolution, and the sole remedy under this Disclosure Certificate in the event of any failure of the District to comply with this Disclosure Certificate shall be an action to compel performance.

**Section 12. Duties, Immunities and Liabilities of Dissemination Agent.**

(a) The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate, and the District agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which they may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The Dissemination Agent will have no duty or obligation to review any information provided to it by the District hereunder, and shall not be deemed to be acting in any fiduciary capacity for the District, the Bondholders or any other party. The obligations of the District under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Bonds.

(b) The Dissemination Agent shall be paid compensation by the District for its services provided hereunder in accordance with its schedule of fees as amended from time to time, and shall be reimbursed for all expenses, legal fees and advances made or incurred by the Dissemination Agent in the performance of its duties hereunder.

**Section 13. Beneficiaries.** This Disclosure Certificate shall inure solely to the benefit of the District, the Dissemination Agent, the Participating Underwriter and holders and beneficial owners from time to time of the Bonds, and shall create no rights in any other person or entity.

Date: \_\_\_\_\_, 2017

**OXNARD SCHOOL DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

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



**EXHIBIT A**

**NOTICE OF FAILURE TO FILE ANNUAL REPORT**

Name of Issuer: Oxnard School District (the "District")

Name of Bond Issue: Oxnard School District General Obligation Bonds, Election of 2016, Series A

Date of Issuance: \_\_\_\_\_, 2017

NOTICE IS HEREBY GIVEN that the District has not provided an Annual Report with respect to the above-named Bonds as required by the Continuing Disclosure Certificate, dated as of \_\_\_\_\_, 2017. The District anticipates that the Annual Report will be filed by \_\_\_\_\_.

Dated: \_\_\_\_\_

**DISSEMINATION AGENT:**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

cc: Paying Agent and Participating Underwriter

## APPENDIX F

### DTC AND THE BOOK-ENTRY ONLY SYSTEM

*The following description of the Depository Trust Company (“DTC”), the procedures and record keeping with respect to beneficial ownership interests in the Bonds, payment of principal, interest and other payments on the Bonds to DTC Participants or Beneficial Owners, confirmation and transfer of beneficial ownership interest in the Bonds and other related transactions by and between DTC, the DTC Participants and the Beneficial Owners is based solely on information provided by DTC. Accordingly, no representations can be made concerning these matters and neither the DTC Participants nor the Beneficial Owners should rely on the foregoing information with respect to such matters, but should instead confirm the same with DTC or the DTC Participants, as the case may be.*

*Neither the District nor the Paying Agent take any responsibility for the information contained in this Section.*

*No assurances can be given that DTC, DTC Participants or Indirect Participants will distribute to the Beneficial Owners (a) payments of interest, principal or premium, if any, with respect to the Bonds, (b) Bonds representing ownership interest in or other confirmation or ownership interest in the Bonds, or (c) redemption or other notices sent to DTC or Cede & Co., its nominee, as the registered owner of the Bonds, or that they will so do on a timely basis, or that DTC, DTC Participants or DTC Indirect Participants will act in the manner described in this Appendix. The current “Rules” applicable to DTC are on file with the Securities and Exchange Commission and the current “Procedures” of DTC to be followed in dealing with DTC Participants are on file with DTC.*

1. The Depository Trust Company (“DTC”), New York, NY, will act as securities depository for the securities (in this Appendix, the “Bonds”). The Bonds will be issued as fully-registered securities registered in the name of Cede & Co. (DTC’s partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Bond will be issued for each maturity of the Bonds, in the aggregate principal amount of such maturity, and will be deposited with DTC. If, however, the aggregate principal amount of any maturity exceeds \$500 million, one certificate will be issued with respect to each \$500 million of principal amount and an additional certificate will be issued with respect to any remaining principal amount of such issue.

2. DTC, the world’s largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a “banking organization” within the meaning of the New York Banking Law, a member of the Federal Reserve System, a “clearing corporation” within the meaning of the New York Uniform Commercial Code, and a “clearing agency” registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC’s participants (“Direct Participants”) deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants’ accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is

a wholly-owned subsidiary of The Depository Trust & Clearing Corporation (“DTCC”). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly (“Indirect Participants”). DTC has a Standard & Poor’s rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at [www.dtcc.com](http://www.dtcc.com). *The information contained on this Internet site is not incorporated herein by reference.*

3. Purchases of Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC’s records. The ownership interest of each actual purchaser of each Bond (“Beneficial Owner”) is in turn to be recorded on the Direct and Indirect Participants’ records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive Bonds representing their ownership interests in Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

4. To facilitate subsequent transfers, all Bonds deposited by Direct Participants with DTC are registered in the name of DTC’s partnership nominee, Cede & Co. or such other name as may be requested by an authorized representative of DTC. The deposit of Bonds with DTC and their registration in the name of Cede & Co. or such other nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC’s records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

5. Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of Bonds may wish to take certain steps to augment transmission to them of notices of significant events with respect to the Bonds, such as redemptions, tenders, defaults, and proposed amendments to the Bond documents. For example, Beneficial Owners of Bonds may wish to ascertain that the nominee holding the Bonds for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of the notices be provided directly to them.

6. Redemption notices will be sent to DTC. If less than all of the Bonds within an issue are being redeemed, DTC’s practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

7. Neither DTC nor Cede & Co. (nor such other DTC nominee) will consent or vote with respect to the Bonds unless authorized by a Direct Participant in accordance with DTC’s MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to District as soon as

possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the Bonds are credited on the record date (identified in a listing attached to the Omnibus Proxy).

8. Redemption proceeds, distributions, and interest payments on the Bonds will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts, upon DTC's receipt of funds and corresponding detail information from District or Paying Agent on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC nor its nominee, Paying Agent, or District, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions, and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of District or Paying Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

9. DTC may discontinue providing its services as securities depository with respect to the Bonds at any time by giving reasonable notice to District or Paying Agent. Under such circumstances, in the event that a successor securities depository is not obtained, Bonds are required to be printed and delivered.

10. The District may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Bond certificates will be printed and delivered to DTC.

11. The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that District believes to be reliable, but District takes no responsibility for the accuracy thereof.

**APPENDIX G**

**VENTURA COUNTY INVESTMENT POLICY AND REPORT**

\$ \_\_\_\_\_  
**OXNARD SCHOOL DISTRICT**  
(Ventura County, California)  
**General Obligation Bonds**  
**Election of 2016, Series A**

**BOND PURCHASE AGREEMENT**

\_\_\_\_\_, 2017

Board of Trustees  
Oxnard School District  
1051 South A Street  
Oxnard, California 93030

Ladies and Gentlemen:

Stifel, Nicolaus & Company, Incorporated, as underwriter (the "Underwriter"), acting on its own behalf and not as fiduciary or agent for the hereinafter defined District, offers to enter into this Bond Purchase Agreement (this "Purchase Agreement") with the Oxnard School District (the "District"), which, upon acceptance hereof by the District, will be binding upon the District and the Underwriter. This offer is made subject to the written acceptance of this Purchase Agreement by the District and delivery of such acceptance to the Underwriter at its office prior to 11:59 p.m., California Time, on the date hereof.

1. **Purchase and Sale of the Bonds.** Upon the terms and conditions and in reliance upon the representations, warranties and agreements herein set forth, the Underwriter hereby agrees to purchase from the District for reoffering to the public, and the District hereby agrees to sell to the Underwriter for such purpose, all (but not less than all) of the \$\_\_\_\_\_ in aggregate principal amount of the Oxnard School District (Ventura County, California) General Obligation Bonds, Election of 2016, Series A (the "Bonds"). The purchase price of the Bonds shall be \$\_\_\_\_\_ (representing the principal amount of the Bonds, plus net original issue premium of \$\_\_\_\_\_, less an Underwriter's discount of \$\_\_\_\_\_, [less \$\_\_\_\_\_ to be retained by the Underwriter to pay costs of issuance] [and less \$\_\_\_\_\_, representing premium for the municipal bond insurance policy]).

On the Closing Date (defined below) the Underwriter shall (i) wire the amount of \$\_\_\_\_\_ to the Insurer (defined in Section 11(e)(12)), representing payment for the municipal bond insurance policy for the Bonds, and (ii) wire the amount of \$\_\_\_\_\_ to U.S. Bank National Association (the "Paying Agent") for the payment of costs of issuance, pursuant to Section 13 hereof.

The Bonds are issued under the provisions of a resolution adopted by the Board of Trustees of the District on February 15, 2017 (the "Bond Resolution") and the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Bond Law"), all for the purpose of financing educational projects approved by District voters at the November 8, 2016 election, as more particularly described in the Bond Resolution.

The Bonds are issued as current interest bonds and shall bear interest at the rates, and shall mature in the years shown on Appendix A hereto, which is incorporated herein by this reference.

The District acknowledges and agrees that (i) the purchase and sale of the Bonds pursuant to this Purchase Agreement is an arm's-length commercial transaction between the District and the Underwriter, (ii) in connection with such transaction, the Underwriter is acting solely as a principal and not as an agent or a fiduciary of the District, (iii) the Underwriter has not assumed (individually or collectively) a fiduciary responsibility in favor of the District with respect to (x) the offering of the Bonds or the process leading thereto (whether or not the Underwriter or any affiliate of the Underwriter has advised or is currently advising the District on other matters) or (y) any other obligation to the District except the obligations expressly set forth in this Purchase Agreement and (iv) the District has consulted with its own legal, financial and other professional advisors to the extent it deemed appropriate in connection with the offering of the Bonds. The District acknowledges that it has previously provided the Underwriter with an acknowledgment of receipt of the required Underwriter disclosure under Rule G-17 of the Municipal Securities Rulemaking Board (the "MSRB").

2. **The Bonds.** The Bonds shall be dated their date of delivery, and shall otherwise be as described in, and shall be issued and secured pursuant to, the provisions of the Bond Resolution and the Bond Law.

The Bonds shall be executed and delivered under and in accordance with the provisions of this Purchase Agreement and the Bond Resolution. The Bonds shall be in book-entry form, shall bear CUSIP numbers, shall be in fully registered form initially, registered in the name of Cede & Co., as nominee of the Depository Trust Company ("DTC").

3. **Redemption.** The Bonds shall be subject to redemption as provided in the Bond Resolution and herein, as set forth on Appendix A.

4. **Use of Documents.** The District hereby authorizes the Underwriter to use, in connection with the offer and sale of the Bonds, this Purchase Agreement, a Preliminary Official Statement and an Official Statement (both as defined below), the Bond Resolution, the Continuing Disclosure Certificate (as defined below), and all information contained herein and therein and all of the documents, certificates, or statements furnished by the District to the Underwriter in connection with the transactions contemplated by this Purchase Agreement.

5. **Public Offering of the Bonds.** The Underwriter agrees to make a bona fide public offering of all the Bonds at the initial public offering prices or yields to be set forth on the inside cover page of the Official Statement and in Appendix A hereto. Subsequent to such initial public offering, the Underwriter reserves the right to change such initial public offering prices or yields as it deems necessary in connection with the marketing of the Bonds.

6. **Review of Official Statement.** The Underwriter hereby represents that it has received and reviewed the Preliminary Official Statement with respect to the Bonds, dated \_\_\_\_\_, 2017 (the "Preliminary Official Statement"). The District represents that the Preliminary Official Statement was "deemed final" as of the date thereof, for purposes of Securities and Exchange Commission Rule 15c2-12 (the "Rule 15c2-12"), except for either revisions or additions to the offering price(s), interest rate(s), yield(s) to maturity, Underwriter's discount, aggregate principal amount, principal amount per maturity, delivery date, rating(s) and other

terms of the Bonds which depend upon the foregoing as provided in and pursuant to Rule 15c2-12. The District hereby ratifies, confirms and approves of the use and distribution by the Underwriter prior to the date hereof of the Preliminary Official Statement.

The Underwriter agrees that prior to the time the final Official Statement (as defined in Section 10(b)) relating to the Bonds is available, the Underwriter will send to any potential purchaser of the Bonds, upon the request of such potential purchaser, a copy of the most recent Preliminary Official Statement. Such Preliminary Official Statement shall be sent by first class mail (or other equally prompt means) not later than the first business day following the date upon which each such request is received.

7. **Closing.** At 8:00 a.m., California Time, on \_\_\_\_\_, 2017 or at such other time or on such other date as shall have been mutually agreed upon by the District and the Underwriter (such payment and delivery herein called the “Closing,” and the date thereof the “Closing Date”), the District will deliver to the Underwriter, through the facilities of DTC utilizing DTC’s FAST delivery system, or at such other place as the District and the Underwriter may mutually agree upon, the Bonds in fully registered book-entry form, duly executed and registered in the name of Cede & Co., as nominee of DTC, and at the offices of Jones Hall, A Professional Law Corporation, in San Francisco, California (“Bond Counsel”), the other documents hereinafter mentioned, and the Underwriter will accept such delivery and pay the purchase price thereof set forth in Section 1 hereof in immediately available funds by check, draft or wire transfer to or upon the order of the District.

8. **Representations, Warranties and Agreements of the District.** The District hereby represents, warrants and agrees with the Underwriter that:

- (a) Due Organization. The District is and will be on the Closing Date a school district duly organized and validly existing under the laws of the State of California, with the power to issue the Bonds pursuant to the Bond Law, to adopt the Bond Resolution and to enter into this Purchase Agreement and the Continuing Disclosure Certificate (as defined in paragraph (i) below).
- (b) Due Authorization. (i) At or prior to the Closing, the District will have taken all action required to be taken by it to authorize the issuance and delivery of the Bonds; (ii) the District has full legal right, power and authority to enter into this Purchase Agreement and the Continuing Disclosure Certificate, to adopt the Bond Resolution, to perform its obligations under each such document or instrument, and to carry out and effectuate the transactions contemplated by this Purchase Agreement and the Continuing Disclosure Certificate and the Bond Resolution; (iii) the execution and delivery or adoption of, and the performance by the District of the obligations contained in the Bonds, the Bond Resolution, the Continuing Disclosure Certificate and this Purchase Agreement have been duly authorized and such authorization shall be in full force and effect at the time of the Closing; (iv) this Purchase Agreement and the Continuing Disclosure Certificate constitute valid and legally binding obligations of the District; and (v) the District has duly authorized the consummation by it of all transactions contemplated by this Purchase Agreement.
- (c) Consents. No consent, approval, authorization, order, filing, registration, qualification, election or referendum, of or by any court or governmental



agency or public body whatsoever is required in connection with the issuance, delivery or sale of the Bonds or the consummation of the other transactions effected or contemplated herein or hereby. The District gives no representation or warranty with regard to compliance with Blue Sky or similar securities requirements.

- (d) Internal Revenue Code. The District has complied with the Internal Revenue Code of 1986, as amended, with respect to the Bonds.
- (e) No Conflicts. To the best knowledge of the District, the issuance of the Bonds, and the execution, delivery and performance of this Purchase Agreement, the Bond Resolution, the Continuing Disclosure Certificate and the Bonds, and the compliance with the provisions hereof and thereof, do not conflict with or constitute on the part of the District a violation of or material default under the Constitution of the State of California or any existing law, charter, ordinance, regulation, decree, order or resolution and do not conflict with or result in a violation or breach of, or constitute a material default under, any agreement, indenture, mortgage, lease or other instrument to which the District is a party or by which it is bound or to which it is subject.
- (f) Litigation. As of the time of acceptance hereof no action, suit, proceeding, hearing or investigation is pending or, to the best knowledge of the District, threatened against the District: (i) in any way affecting the existence of the District or in any way challenging the respective powers of the several offices or of the title of the officials of the District to such offices; or (ii) seeking to restrain or enjoin the sale, issuance or delivery of any of the Bonds, the application of the proceeds of the sale of the Bonds, or the collection of *ad valorem* property taxes available to pay the principal of and interest on the Bonds, or the pledge thereof, or the levy of any taxes contemplated by the Bond Resolution or in any way contesting or affecting the validity or enforceability of the Bonds, this Purchase Agreement, the Continuing Disclosure Certificate or the Bond Resolution or contesting the powers of the District or its authority with respect to the Bonds, the Bond Resolution or this Purchase Agreement; or (iii) in which a final adverse decision could (a) materially adversely affect the operations of the District or the consummation of the transactions contemplated by this Purchase Agreement or the Bond Resolution, (b) declare this Purchase Agreement to be invalid or unenforceable in whole or in material part, or (c) adversely affect the exclusion of the interest paid on the Bonds from gross income for federal income tax purposes and the exemption of such interest from California personal income taxation.
- (g) No Other Debt. Between the date hereof and the Closing, without the prior written consent of the Underwriter, the District will not have issued any bonds, notes or other obligations for borrowed money except for such borrowings as may be described in or contemplated by the Official Statement.
- (h) Certificates. Except as specifically provided, any certificates signed by any officer of the District and delivered to the Underwriter shall be deemed a

representation and warranty by the District to the Underwriter, but not by the person signing the same, as to the statements made therein.

- (i) Continuing Disclosure. The District shall undertake, pursuant to the Bond Resolution, the Continuing Disclosure Certificate with respect to the Bonds in substantially the form attached as Appendix E of the Preliminary Official Statement (the "Continuing Disclosure Certificate") and Rule 15c2-12, to provide certain annual financial information and notices of the occurrence of certain events described therein. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the final Official Statement. The Preliminary Official Statement accurately describes, and the final Official Statement will accurately describe, any instances in the previous five years in which the District failed to comply in all material respects with its prior undertakings pursuant to Rule 15c2-12.
- (j) Official Statement Accurate and Complete. The Preliminary Official Statement, at the date thereof, did not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. At the date hereof and on the Closing Date, the final Official Statement did not and will not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. The District makes no representation or warranty as to the information contained in or omitted from the Preliminary Official Statement or the final Official Statement in reliance upon and in conformity with information furnished in writing to the District by or on behalf of the Underwriter through a representative of the Underwriter specifically for inclusion therein.
- (k) Financial Information. The financial statements of, and other financial information regarding the District contained in the Official Statement fairly present the financial position of the District as of the dates and for the periods therein set forth, (i) the audited financial statements have been prepared in accordance with generally accepted accounting principles consistently applied, (ii) the unaudited financial statements (if any) have been prepared on a basis substantially consistent with the audited financial statements included in the Official Statement and reflect all adjustments necessary to that effect, and (iii) the other financial information has been determined on a basis substantially consistent with that of the District's audited financial statements included in the Official Statement.
- (l) No Financial Advisory Relationship. The District has had no financial advisory relationship with the Underwriter with respect to the Bonds, nor with any investment firm controlling, controlled by or under common control with the Underwriter.
- (m) Underwriter, Not Fiduciary. Inasmuch as this purchase and sale represents a negotiated transaction, the District understands, and hereby confirms, that the Underwriter is not acting as a fiduciary of the District, but rather is acting solely in its capacity as Underwriter, for its own account.

- (n) The District agrees to take any and all actions within its power as may be required by Ventura County or otherwise necessary in order to arrange for the levy and collection of *ad valorem* taxes and payment of the Bonds.

9. **Underwriter Representations, Warranties and Agreements.** The Underwriter represents, warrants to and agrees with the District that, as of the date hereof and as of the Closing Date:

- (a) The execution and delivery hereof and the consummation of the transactions contemplated hereby does not and will not violate any of the prohibitions set forth in Rule G-37 promulgated by the MSRB;
- (b) All reports required to be submitted to the MSRB pursuant to Rule G-37 have been or will be submitted to the MSRB; and
- (c) The Underwriter has not paid or agreed to pay, nor will it pay or agree to pay, any entity, company, firm, or person (including, but not limited to the District's financial advisor, or any officer, agent or employee thereof), other than a bona fide officer, agent or employee working for Underwriter, any compensation, fee, gift or other consideration contingent upon or resulting from the award of or entering into this Purchase Agreement.

10. **Covenants of the District.** The District covenants and agrees with the Underwriter that:

- (a) Securities Laws. The District will furnish such information, execute such instruments, and take such other action in cooperation with, and at the expense of, the Underwriter if and as the Underwriter may reasonably request in order to qualify the Bonds for offer and sale under the Blue Sky or other securities laws and regulations of such states and jurisdictions, provided, however, that the District shall not be required to consent to service of process in any jurisdiction in which they are not so subject as of the date hereof;
- (b) Official Statement. The District hereby agrees to deliver or cause to be delivered to the Underwriter, not later than the seventh (7th) business day following the date this Purchase Agreement is signed, copies of a final Official Statement substantially in the form of the Preliminary Official Statement, with only such changes therein as shall have been accepted by the Underwriter and the District (such Official Statement with such changes, if any, and including the cover page and all appendices, exhibits, maps, reports and statements included therein or attached thereto being called the "Official Statement") in such reasonable quantities as may be requested by the Underwriter not later than five (5) business days following the date this Purchase Agreement is signed, in order to permit the Underwriter to comply with paragraph (b)(4) of Rule 15c2-12 and with the rules of the Municipal Securities Rulemaking Board. The District hereby authorizes the Underwriter to use and distribute the Official Statement in connection with the offering and sale of the Bonds;

- (c) Subsequent Events; Amendments to Official Statement. If between the date hereof and the date which is 25 days after the End of the Underwriting Period for the Bonds (determined pursuant to Section 16), an event occurs which would cause the information contained in the final Official Statement, as then supplemented or amended, to contain an untrue statement of a material fact or to omit to state a material fact required to be stated therein or necessary to make such information therein, in the light of the circumstances under which it was presented, not misleading, the District will notify the Underwriter, and, if in the opinion of the District or the Underwriter, such event requires the preparation and publication of a supplement or amendment to the Official Statement, the District will forthwith prepare and furnish to the Underwriter (at the expense of the District) a reasonable number of copies of an amendment of or supplement to the Official Statement (in form and substance satisfactory to the Underwriter) which will amend or supplement the Official Statement so that they will not contain an untrue statement of a material fact or omit to state a material fact necessary in order to make the statements therein, in the light of the circumstances existing at the time the Official Statement is delivered to prospective purchasers, not misleading. If such notification shall be given subsequent to the Closing, the District also shall furnish, or cause to be furnished, such additional legal opinions, certificates, instruments and other documents as the Underwriter may reasonably deem necessary to evidence the truth and accuracy of any such supplement or amendment to the Official Statement. For the purposes of this subsection, between the date hereof and the date which is 25 days after the End of the Underwriting Period for the Bonds, the District will furnish such information with respect to itself as the Underwriter may from time to time reasonably request;
- (d) Application of Proceeds. The District will apply the proceeds from the sale of the Bonds for the purposes specified in the Bond Resolution and as described in the Preliminary Official Statement and the Official Statement.

**11. Conditions to Closing.** The Underwriter has entered into this Purchase Agreement in reliance upon the representations and warranties of the District contained herein and the performance by the District, of its obligations hereunder, both as of the date hereof and as of the date of Closing. The Underwriter's obligations under this Purchase Agreement are and shall be subject at the option of the Underwriter, to the following further conditions at the Closing:

- (a) Representations True. The representations and warranties of the District contained herein shall be true, complete and correct in all material respects at the date hereof and at and as of the Closing, as if made at and as of the Closing, and the statements made in all certificates and other documents delivered to the Underwriter at the Closing pursuant hereto shall be true, complete and correct in all material respects on the date of the Closing; and the District shall be in compliance with each of the agreements made by it in this Purchase Agreement;
- (b) Obligations Performed. At the time of the Closing, (i) the Official Statement, this Purchase Agreement, the Continuing Disclosure Certificate and the Bond Resolution shall be in full force and effect and shall not have been amended, modified or supplemented except as may have been agreed to in

writing by the Underwriter; (ii) all actions under the Bond Law which, in the opinion of Bond Counsel, shall be necessary in connection with the transactions contemplated hereby, shall have been duly taken and shall be in full force and effect; and (iii) the District shall perform or have performed all of its obligations required under or specified in the Bond Resolution, this Purchase Agreement, the Continuing Disclosure Certificate or the Official Statement to be performed at or prior to the Closing;

- (c) Adverse Rulings. No decision, ruling or finding shall have been entered by any court or governmental authority since the date of this Purchase Agreement (and not reversed on appeal or otherwise set aside), or to the best knowledge of the District, pending or threatened which has any of the effects described in Section 8(f) hereof or contesting in any way the completeness or accuracy of the Official Statement;
- (d) Marketability Between the Date Hereof and the Closing. The market price or marketability or the ability of the Underwriter to enforce contracts for the sale of the Bonds, at the initial offering prices set forth in the Official Statement, shall not have been materially adversely affected by reason of any of the following:
  - (1) legislation enacted or introduced in the Congress or recommended for passage by the President of the United States, or a decision rendered by a court established under Article III of the Constitution of the United States or by the United States Tax Court, or an order, ruling, regulation (final, temporary or proposed) or official statement issued or made:
    - (i) by or on behalf of the United States Treasury Department or by or on behalf of the Internal Revenue Service, with the purpose or effect, directly or indirectly, of causing inclusion in gross income for purposes of federal income taxation of the interest received by the owners of the Bonds; or
    - (ii) by or on behalf of the Securities and Exchange Commission, or any other governmental agency having jurisdiction over the subject matter thereof, to the effect that the Bonds, or obligations of the general character of the Bonds, including any and all underlying arrangements, are not exempt from registration under the Securities Act of 1933, as amended;
  - (2) legislation enacted by the State legislature or a decision rendered by a State Court, or a ruling, order, or regulation (final or temporary) made by a State authority, which would have the effect of changing, directly or indirectly, the State tax consequences of interest on obligations of the general character of the Bonds in the hands of the holders thereof;
  - (3) the declaration of war or engagement in or escalation of major military hostilities by the United States or the occurrence of any other national emergency or calamity relating to the effective operation of the government or the financial community in the United States;

- (4) the declaration of a general banking moratorium by federal, New York or California authorities, or the general suspension of trading on any national securities exchange;
- (5) the imposition by the New York Stock Exchange, other national securities exchange, or any governmental authority, of any material restrictions not now in force with respect to the Bonds, or obligations of the general character of the Bonds, or securities generally, or the material increase of any such restrictions now in force;
- (6) an order, decree or injunction of any court of competent jurisdiction, or order, filing, regulation or official statement by the Securities and Exchange Commission, or any other governmental agency issued or made to the effect that the issuance, offering or sale of obligations of the general character of the Bonds, or the issuance, offering or sale of the Bonds, as contemplated hereby or by the Official Statement, is or would be in violation of the federal securities laws, as amended and then in effect;
- (7) the withdrawal or downgrading or placement on credit watch of any underlying rating of the District's outstanding indebtedness by a national rating agency; or
- (8) any event occurring, or information becoming known which makes untrue in any material adverse respect any statement or information contained in the Official Statement, or has the effect that the Official Statement contains any untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading;
- (9) any fact or event shall exist or have existed that, in the Underwriter's judgment, requires or has required an amendment of or supplement to the Official Statement;
- (10) any state Blue Sky or securities commission, or other governmental agency or body, shall have withheld registration, exemption or clearance of the offering of the Bonds as described herein, or issued a stop order or similar ruling relating thereto;
- (11) any amendment shall have been made to the federal or State Constitution or action by any federal or State court, legislative body, regulatory body, or other authority materially adversely affecting the tax status of the District, its property, income securities (or interest thereon) or the validity or enforceability of the levy of taxes to pay principal of and interest on the Bonds; or
- (12) the purchase of and payment for the Bonds by the Underwriter, or the resale of the Bonds by the Underwriter, on the terms and conditions

herein provided shall be prohibited by any applicable law, governmental authority, board or agency or commission.

- (e) Delivery of Documents. At or prior to the date of the Closing, the Underwriter shall receive two copies of the following documents in each case dated as of the Closing Date and satisfactory in form and substance to the Underwriter:
- (1) Bond Opinion and Reliance Letter. An approving opinion of Bond Counsel, as to the validity and tax-exempt status of the Bonds, dated the date of the Closing, addressed to the District and in substantially the form attached as Appendix D to the Official Statement, and a reliance letter from Bond Counsel, addressed to the Underwriter, to the effect that the Underwriter may rely upon such approving opinion;
  - (2) Supplemental Opinion. A supplemental opinion of Bond Counsel in form and substance satisfactory to the Underwriter, dated the Closing Date and addressed to the District and the Underwriter, to the effect that:
    - (i) the description of the Bonds and the security for the Bonds and statements in the Official Statement on the cover page thereof and under the captions "INTRODUCTION," "THE FINANCING PLAN," "THE BONDS" (excluding any and all information contained with respect to the Book-Entry Only System of DTC), "TAX MATTERS" and "CONTINUING DISCLOSURE" to the extent they purport to summarize certain provisions of the Bond Resolution, the Continuing Disclosure Certificate, California law or federal law, fairly and accurately summarize the matters purported to be summarized therein;
    - (ii) assuming due authorization, execution and delivery by the parties to this Purchase Agreement other than the District, this Purchase Agreement and the Continuing Disclosure Certificate have been duly authorized, executed and delivered by the District and constitute legal, valid and binding agreements of the District and are enforceable in accordance with their respective terms, except as enforcement thereof may be limited by bankruptcy, insolvency, reorganization, moratorium or other laws relating to or affecting generally the enforcement of creditors' rights and except as their enforcement may be subject to the application of equitable principles and the exercise of judicial discretion in appropriate cases if equitable remedies are sought; and
    - (iii) the Bonds are exempt from registration pursuant to the Securities Act of 1933, as amended, and the Bond Resolution is exempt from qualification as an indenture pursuant to the Trust Indenture Act of 1939, as amended.

- (3) Disclosure Counsel Letter. A letter of Jones Hall, A Professional Law Corporation, Disclosure Counsel, dated the Closing Date and addressed to the District and the Underwriter, to the effect that, without having undertaken to determine independently the accuracy or completeness of the statements contained in the Preliminary Official Statement and the final Official Statement, but on the basis of their participation in conferences with representatives of the District, the Underwriter and others, and their examination of certain documents, nothing has come to their attention which has led them to believe that the Preliminary Official Statement as of its date, and the final Official Statement as of its date and as of the Closing Date, contained any untrue statement of a material fact or omitted to state a material fact required to be stated therein or necessary to make the statements therein, in light of the circumstances under which they were made, not misleading (except that no opinion or belief need be expressed as to any financial or statistical data, or information concerning DTC and the book-entry only system, or information concerning the Insurer or its municipal bond insurance policy, contained in the Preliminary Official Statement or the final Official Statement);
- (4) Certificates of the District. A certificate or certificates signed by an appropriate official of the District to the effect that (i) such official is authorized to execute this Purchase Agreement, (ii) the representations, agreements and warranties of the District herein are true and correct in all material respects as of the date of Closing, (iii) the District has complied with all the terms of the Bond Resolution and this Purchase Agreement to be complied with by the District prior to or concurrently with the Closing and such documents are in full force and effect, (iv) such official has reviewed the Preliminary Official Statement and the final Official Statement and on such basis certifies that the Preliminary Official Statement did not as of its date, and the final Official Statement does not as of its date and as of the Closing Date, contain any untrue statement of a material fact, nor omit to state to state a material fact required to be stated therein or necessary to make the statements therein, in light of the circumstances in which they were made, not misleading, (v) the Bonds being delivered on the date of the Closing to the Underwriter under this Purchase Agreement substantially conform to the descriptions thereof contained in the Bond Resolution, and (vi) no further consent is required for inclusions of the audit in the Official Statement;
- (5) Arbitrage. A certificate as to arbitrage of the District in form satisfactory to Bond Counsel;
- (6) Bond Resolution. A certificate, together with fully executed copies of the Bond Resolution, of the Clerk of the District Board of Education to the effect that:
  - (i) such copy is a true and correct copy of the Bond Resolution;
  - and



- (ii) the Bond Resolution was duly adopted and has not been modified, amended, rescinded or revoked and is in full force and effect on the date of the Closing;
- (7) Official Statement. Certificates of the appropriate officials of the District evidencing their determinations respecting the Preliminary Official Statement in accordance with the Rule;
- (8) Continuing Disclosure Certificate. The Continuing Disclosure Certificate, duly executed by the District;
- (9) Paying Agent Certificate. A written certificate of the Paying Agent, executed by a duly authorized representative of the Paying Agent, dated the date of the Closing, to the effect that the Paying Agent is a national banking association, duly organized and validly existing under the laws of the United States of America, having full power to enter into, accept and perform its duties under the Bond Resolution.
- (10) Tax Rate and Bonding Capacity Certificates. A certificate signed by a District official setting forth a projection evidencing that tax rates are projected not to exceed \$30 per \$100,000 of assessed value during the term of the Bonds, and a certificate signed by a County official confirming that the District is in compliance with applicable bonding capacity limitations, taking into account approved bonding capacity waiver as evidenced by documentation approved by the California State Department of Education.
- (11) Rating. Evidence that the Bonds have been assigned a rating of “\_\_\_” by Standard & Poor’s Ratings Services, a Standard & Poor’s Financial Services LLC business (“S&P”), based upon the issuance of the municipal bond insurance policy, and that the Bonds have been assigned an underlying rating by S&P of “\_\_\_”, and that such ratings have not been withdrawn or downgraded.
- (12) [Bond Insurance Policy. A policy of municipal bond insurance issued by \_\_\_\_\_ (the “Insurer”) with respect to the Bonds, together with such certifications and opinions as may be reasonably requested by the Underwriter in connection therewith.]
- (13) Underwriter’s Counsel Opinion. An opinion of \_\_\_\_\_ as counsel to the Underwriter, dated the Closing Date and addressed to the Underwriter, in form and substance acceptable to the Underwriter, together with supporting opinions and certificates as shall be deemed advisable by Bond Counsel and as may be requested by the Underwriter.
- (14) Other Documents. Such additional legal opinions, certificates, proceedings, instruments and other documents as the Underwriter may reasonably request to evidence (i) compliance by the District with legal requirements, (ii) the truth and accuracy, as of the time of

Closing, of the representations of the District herein contained, (iii) the truth and accuracy, as of the time of Closing, of the Official Statement and (iv) the due performance or satisfaction by the District at or prior to such time of all agreements then to be performed and all conditions then to be satisfied by the District.

- (f) **Termination.** Notwithstanding anything to the contrary herein contained, if for any reason whatsoever the Bonds shall not have been delivered by the District to the Underwriter prior to the close of business, California Time, on the Closing Date, then the obligation to purchase Bonds hereunder shall terminate and be of no further force or effect.

If the District shall be unable to satisfy the conditions to the Underwriter's obligations contained in this Purchase Agreement or if the Underwriter's obligations shall be terminated for any reason permitted by this Purchase Agreement, this Purchase Agreement may be canceled by the Underwriter at, or at any time prior to, the time of Closing. Notice of such cancellation shall be given, to the District in writing, or by telephone or telegraph, confirmed in writing. Notwithstanding any provision herein to the contrary, the performance of any and all obligations of the District hereunder and the performance of any and all conditions contained herein for the benefit of the Underwriter may be waived by the Underwriter in writing at its sole discretion.

12. **Conditions to Obligations of the District.** The performance by the District of its obligations is conditioned upon (i) the performance by the Underwriter of its obligations hereunder; and (ii) receipt by the District and the Underwriter of the opinion and certificates being delivered at the Closing by persons and entities other than the District.

13. **Costs and Expenses.** On the Closing Date, the Underwriter shall wire the amount of \$\_\_\_\_\_ to the Insurer, representing payment of the premium for the municipal bond insurance policy. Additionally, on the Closing Date, the Underwriter shall wire the amount of \$\_\_\_\_\_ to the Paying Agent or other custodian identified by the District for the payment of any expenses incident to the issuance of the Bonds, including but not limited to the following: (i) the fees and disbursements of the District's financial advisor; (ii) the fees and disbursements of Bond Counsel and Disclosure Counsel; (iii) the cost of the preparation, printing and delivery of the Bonds; (iv) the fees for Bond ratings, including all necessary travel expenses; (v) the cost of the printing and distribution of the Preliminary Official Statement and the Official Statement; (vi) the initial fees of the Paying Agent; and (vii) other fees and expenses incident to the issuance and sale of the Bonds. If the amount of \$\_\_\_\_\_ is not sufficient to pay all such expenses, the District shall be liable for all such expenses in excess of such amount.

All out-of-pocket expenses of the Underwriter, including the California Debt and Investment Advisory Commission fee, travel (except in connection with securing a rating on the Bonds), fees of Underwriter's Counsel, and other expenses, shall be paid by the Underwriter.

14. **Notices.** Any notice or other communication to be given under this Purchase Agreement (other than the acceptance hereof as specified in the first paragraph hereof) may be given by delivering the same in writing if to the District, to the Superintendent (or Superintendent's designee), at the address set forth on page 1 hereof, or if to the Underwriter as follows:

Stifel, Nicolaus & Company, Incorporated  
515 South Figueroa Street, Suite 1800  
Los Angeles, CA 90071  
Attn: Mr. John Baracy

15. **Parties in Interest; Survival of Representations and Warranties.** This Purchase Agreement when accepted by the District in writing as heretofore specified shall constitute the entire agreement among the District and the Underwriter. This Purchase Agreement is made solely for the benefit of the District and the Underwriter (including the successors or assigns of the Underwriter). No person shall acquire or have any rights hereunder or by virtue hereof. All the representations, warranties and agreements of the District in this Purchase Agreement shall survive regardless of (a) any investigation or any statement in respect thereof made by or on behalf of the Underwriter, (b) delivery of and payment by the Underwriter for the Bonds hereunder, and (c) any termination of this Purchase Agreement.

16. **Determination of End of the Underwriting Period.** For purposes of this Purchase Agreement, the “end of the underwriting period” for the Bonds is used as defined in Rule 15c2-12 and shall occur on the later of (a) the day of the Closing, or (b) when the Underwriter no longer retains an unsold balance of the Bonds. Unless otherwise advised in writing by the Underwriter on or prior to the Closing Date, or otherwise agreed to by the District, the District may assume that the “end of the underwriting period” is the Closing Date.

17. **Severability.** In the event any provision of this Purchase Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

18. **Nonassignment.** Notwithstanding anything stated to the contrary herein, neither party hereto may assign or transfer its interest herein, or delegate or transfer any of its obligations hereunder, without the prior written consent of the other party hereto.

19. **Entire Agreement.** This Purchase Agreement, when executed by the parties hereto, shall constitute the entire agreement of the parties hereto (including their permitted successors and assigns, respectively).

20. **Execution in Counterparts.** This Purchase Agreement may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute but one and the same document.

21. **Applicable Law.** This Purchase Agreement shall be interpreted, governed and enforced in accordance with the law of the State of California applicable to contracts made and performed in such State.

Very truly yours,

**STIFEL, NICOLAUS & COMPANY,  
INCORPORATED**

By: \_\_\_\_\_  
Managing Director

The foregoing is hereby agreed to and accepted as of the date first above written:

**OXNARD SCHOOL DISTRICT**

By: \_\_\_\_\_  
Deputy Superintendent,  
Business and Fiscal Services

Date of Execution:

Time of Execution: \_\_\_\_\_

**APPENDIX A**

**Maturity Schedule**

**Series A Bonds**

<b>Maturity Date</b>	<b>Principal Amount</b>	<b>Interest Rate</b>	<b>Yield</b>	<b>Price</b>
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**Redemption Provisions**

[to come]

**BOARD AGENDA ITEM**

**Name of Contributor: Robin I. Freeman**

**Date of Meeting: 2/15/17**

STUDY SESSION \_\_\_\_\_

CLOSED SESSION \_\_\_\_\_

SECTION A-1: PRELIMINARY \_\_\_\_\_

SECTION A-II: REPORTS \_\_\_\_\_

SECTION B: HEARINGS \_\_\_\_\_

SECTION C: CONSENT AGENDA \_\_\_\_\_ Agreement Category:

\_\_\_\_\_ Academic

\_\_\_\_\_ Enrichment

\_\_\_\_\_ Special Education

\_\_\_\_\_ Support Services

\_\_\_\_\_ Personnel

\_\_\_\_\_ Legal

\_\_\_\_\_ Facilities

SECTION D: ACTION \_\_\_\_\_ X

SECTION E: APPROVAL OF MINUTES \_\_\_\_\_

SECTION F: BOARD POLICIES 1<sup>ST</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_

**Approve: Comprehensive Safe School Plans 20 Sites (Freeman/Ridge)**

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All 20 school sites have a Comprehensive Safe School Plan that is aligned to the requirements as stated in California Education Code Section 32280. The plans contain appropriate strategies and programs that maintain a high level of school safety, discrimination and harassment policies, and procedures to ensure the creation of a safe and orderly environment conducive to learning.

All Comprehensive Safe School Plans were written in consultation with representatives from law enforcement, school staff, and parents.

**FISCAL IMPACT:**

Each school site has developed a Single Plan for Student Achievement Goal 4 that addresses the financial impact of ensuring that schools have a safe and orderly environment conducive to learning.

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent Educational Services and the Director of Pupil Services that the Board approve the Comprehensive Safe School Plans for all 20 elementary and intermediate Schools.

**ADDITIONAL MATERIAL:**

Attached: PowerPoint

The electronic version of the Comprehensive Safe School Plans of each school will be available for viewing on February 10<sup>th</sup>, 2017 after 5:00p.m. on the board agenda list of the mentioned meeting. Hard copies of the documents will also be available for viewing at the District Office, Educational Services Division.



# COMPREHENSIVE SAFE SCHOOL PLANS

**Oxnard School District  
Board Meeting  
February 15, 2017**

# State Board of Education



- It is the policy of the State Board of Education that every child that attends a public school has the right to attend a safe school.  
*(Constitution of the State of California, Article 1, Section 28(c), )*
- California Education Code Section 32280 requires that all schools have a comprehensive Safe School Plan which includes crisis response. ( SB 187 Hughes)
- The State Board believes that students cannot benefit fully from an educational program unless they attend school regularly in an environment that is free from physical and psychological harm.





# Comprehensive Safe School Plans



- All school sites completed their Comprehensive Safe School Plans in consultation with school staff, parents, law enforcement, community stakeholders and with adoption by School Site Council.
- CA Education Code 32286 requires that the local Board of Education approve Comprehensive Safety Plans for each school site by March 1 yearly.

# Comprehensive Safe School Plans



## Components of a Safe School Plan

- (A) Child Abuse Reporting Procedures
- (B) Disaster Procedures
- (C) School Suspensions, Expulsion and Mandatory Expulsion Guidelines
- (D) Procedures to Notify Teachers of Dangerous Pupils
- (E) Sexual Harassment Policies

# Comprehensive Safe School Plan



## **Components of a Safe School Plan School cont.**

- (F) Dress Code Relating to Gang-Related Apparel
- (G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School
- (H) A Safe and Orderly Environment Conducive to Learning
- (I) School Discipline Rules and Consequences
- (J) Hate Crime Reporting Procedures and Policies

# Comprehensive School Plan



Each plan includes:

❖ Safe School Vision



❖ Procedures to Ensure a Safe and Orderly Environment Conducive to Learning including the school's Positive Behavior Support Plan.

# Comprehensive Safe School Plans



- Each School Site determined the **Highest Priority** of safety concerns and or need for their site.
- These concerns vary among school sites.
- Examples:
  - Positive structure in the classrooms
  - Conflict resolution skills
  - Personal and social responsibility
  - Anti-bullying/hazing
  - Improve dropping off/picking up of students



# Comprehensive Safe School Plans



## Safety Goals:

- ✓ Each school site developed safety goals with their staff and indicated the date to complete the goals and the persons responsible.
  
- ✓ Three areas of focus:
  - ✓ Positive School Climate
  - ✓ School's Safe Physical Environment
  - ✓ Disaster Preparedness



# Comprehensive Safe School Plans



Each Plan contains Appendices which include :

- Disaster Response Procedures: Emergency Telephone Numbers
- Incident Command System(ICS)
- Types of Emergencies and Specific Procedures i.e. Fire, Earthquake
- Evacuation Map(s)



# Comprehensive Safe School Plans



## Dangerous Intruder on Campus

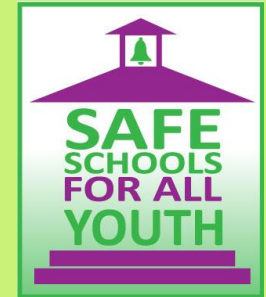
- Each school has procedures in the event of a dangerous intruder on or near campus.
- Each site in coordination with the Oxnard Police Department conducts Lockdown Drills on a regular basis.
- The plan for dangerous intruders is not included in the plan that is available for public review in order to protect our staff and students.



# Comprehensive Safe School Plans

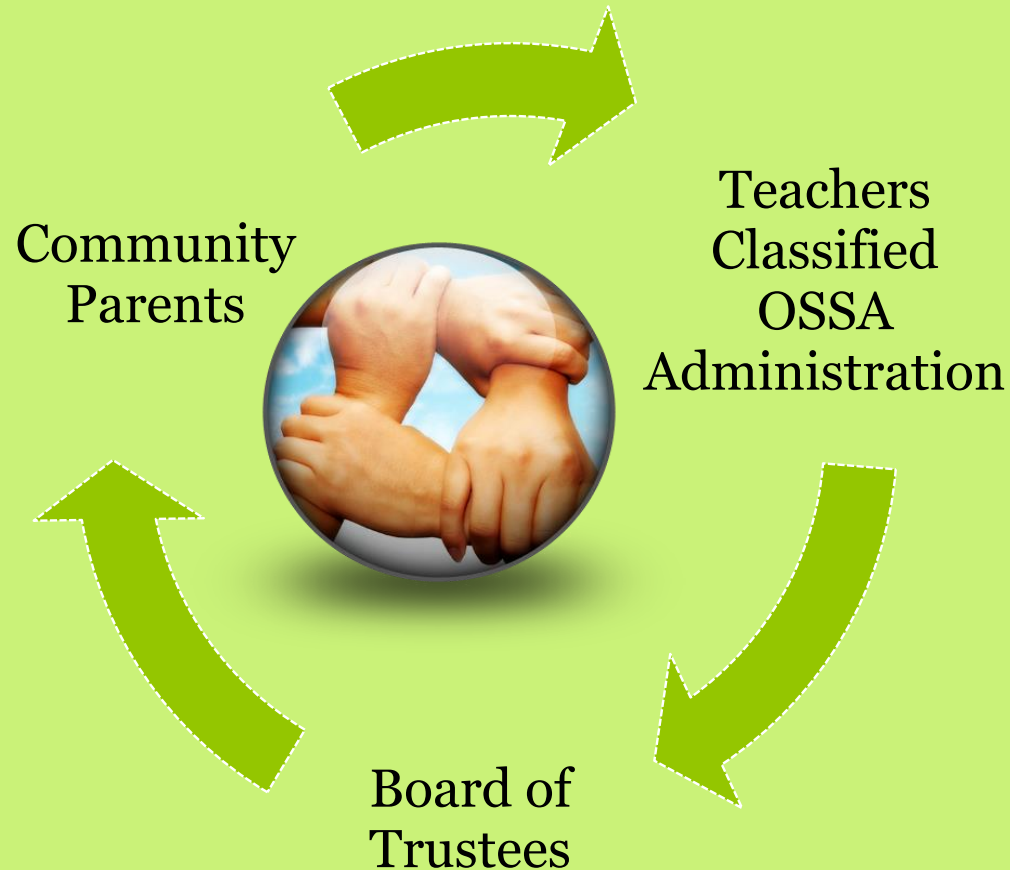


Summary:



***All of Oxnard School Districts Comprehensive Safe School Plans focus on effective prevention/ intervention programs and strategies that support creating a safe and drug-free learning environment. Further, the plans address school safety and violence prevention.***

# Teamwork to Ensure Safe Schools



# Comprehensive Safe School Plans



## Recommendation

Approval of Comprehensive Safe School Plans.


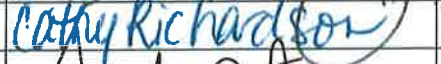



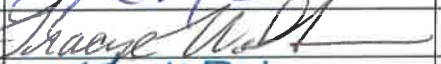



# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Norman R. Brekke Elementary School  
**CDS Code:** 56725386114029  
**District:** Oxnard School District  
**Address:** 1400 Martin Luther King Jr. Drive  
 Oxnard, CA 93030  
**Date of Adoption:** January 17, 2017

**Approved by:**

Name	Title	Signature	Date
Pedro Rodriguez	Oxnard Police Officer		1-17-17
Cathy Richardson	Instructional Coach		1-17-17
Angela Duarte	Office Manager		1/20/17
Leticia Trejo	School Site Council Chairperson		1-17-17
Jamie Evins	Teacher		1/17/17
Tracye Williams	Teacher		1-17-17
Jodi Nocero	Principal		1-17-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Norman R. Brekke Elementary School's office.

### **Safety Plan Vision**

The mission of Brekke School, in conjunction with the Oxnard School District, is to guarantee that all students will be academically competitive, successful lifelong learners and productive ethical citizens, by providing a safe, nurturing, success-oriented learning environment which implements a curriculum that aligns standards, instruction and assessment while fostering self-esteem and mutual respect.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Norman R. Brekke Elementary School Safety Committee**

Jodi Nocero (Principal), Leticia Trejo (School Site Council Chair), Angela Duarte (Office Manager), Ofc. Pedro Rodriguez (School Resource Officer), Jamie Evins (Teacher - Kinder), and Tracye Williams (Teacher - 5th grade)

### **Assessment of School Safety**

Upon the recommendation of the School Resource Officer (SRO) from the Oxnard Police Department, Brekke instituted a Closed Campus Policy in 2011. Additional observations by and discussions between the SRO, principal, staff and parents led to additional safety and security measures including the requirement for a photo ID when picking up students early or for late pick-up, for volunteers and all school visitors. The SRO is present to provide monitoring and support for lockdown drills and safety concerns. The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and the principal conduct a monthly safety inspection and submit reports to the District Office.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws. Administration communicates with the community via meetings, letters, and connect-ed phone messaging system regarding reminders for safety and traffic regulations.

The safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

The principal, staff and custodians discuss school safety and security measures regularly. The monthly safety checks also provide information about any necessary changes.

Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's staff and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

An annual inventory of Emergency equipment is conducted and supplies are replaced as needed, including emergency buckets and emergency classroom backpacks. The Emergency Operations Plan (EOP) is updated and a first aid supplies and search and rescue plans are in place. Staff is trained in Emergency Operations Plan/School Safety Plan.

In order to ensure that students engage in safe behavior, the school instituted the "Dolphin Pride" program which is predicated on the Three B's - Be Safe, Be Responsible, Be Respectful and CHAMPS positive behavior support program. These are the school rules. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. We encourage positive behavior plans and award students with dolphin dollars when they are "caught" exhibiting one of the Brekke B's. Expectation charts are posted throughout the school with expected behaviors in different school locations (classrooms, hallways, cafeteria, etc.) outlined for students. Consequences are given when the expectations are not adhered to and students are reminded of what safe, responsible, and respectful actions are when they engage in behavior that does not follow the Brekke B's.

Security has been increased by making the campus a Closed Campus. To ensure student safety during drop off and pick up times, the parking lot is closed to through traffic. Campus supervisors have been trained to cross students at designated crosswalks during these times. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge. Additionally, all visitors and volunteers are asked to show a picture ID when signing in at the office. Any adult on campus without a visitor/volunteer badge is directed to the office where they can sign in. Any parent/guardian who picks up a student early from school or comes for a late pick up is also required to show a picture ID when signing out the student(s).



**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

“Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

As stated in the Board Policy (BP 5141.4), “District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.”

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff’s Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency.”

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

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**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

- B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.
- D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.
- F. Emergency Announcements will be provided on the following radio stations.

**AM Radio Stations:**

- Ventura: KVTA 1520
- Los Angeles: KNX 1070
- Spanish: KTRO 1520

**FM Radio Stations:**

- Ventura: KHAY 100.7
- Los Angeles: KBIG 104.3
- Oxnard: KCAQ105

**Disaster Plan (See Appendix C-F)**

**Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

## STUDENT DUE PROCESS

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

## ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

## REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

## DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

## NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

## E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the

information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering. Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

## Dress Code Policy

Primary responsibility for student grooming lies with the student and his or her parents; while working closely with school administration. The purpose of the dress standards shall be to ensure a safe and secure environment in which to offer a quality education.

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times.

- Articles of clothing, which display gang symbols, profanity or products, or slogans, which promote tobacco, alcohol, drugs; materially interfere with schoolwork; create disorder or disrupt the educational process are not allowed. Professional sport team jackets, T-shirts, and hats are also Not permitted at school.
- Metal accessories and jewelry that present a hazard to the health and safety of students are prohibited.
- Tank tops may not be worn without a T-shirt underneath.
- Oversized clothing is inappropriate and must not create a safety hazard during physical activity. Clothing may be no more than one size larger than the appropriate size. Pants must stay up on hips without the use of a belt and should not cover shoes. Shirts must be worn tucked in while in school or at any school or district sponsored activity.
- Beach wear, halter-tops, tube tops, bare midriffs or chest, see through outfits, or off the shoulder blouses or blouses with thin straps are not appropriate or acceptable.
- Walking shorts are permissible and must be at least mid thigh in length. All sports wear type shorts, bike shorts (spandex), frayed shorts, shorts and pants with holes or short-shorts are unacceptable.
- Shorts that stop between mid-calf and knees worn with long white socks are considered gang attire and may not be worn. There must be at least four inches between the top of the socks and bottom of the shorts. Thigh high is not acceptable attire for school.
- Straps must be fastened at all times. Bib overalls must be worn with both straps fastened.
- Tights will be allowed if over garment reaches 4 inches above the knee.
- All students must wear shoes. Strap on tennis shoes need to be strapped across the foot for safety. Thongs or sandals are inappropriate for safety reasons. Closed toe shoes only.
- Hats may be worn outside the classroom. Gang related symbols of any kind on the hats and professional sports team names/logos are not acceptable. Official school hats, inclement weather hats or hats that are part of an accessorized outfit are acceptable.
- A belt with military type buckles oversized buckles or chains may not be worn. Belts must be appropriately fitted.
- Exceptions to the dress code can only be made for medical, health reasons, or religious beliefs.

## Reglamento Para El Código Del Vestido

La responsabilidad primordial por el arreglo personal del estudiante esta a cargo del estudiante y de sus padres, trabajando en estrecha unión con la administración escolar. El objeto de tener un código de vestir es garantizar un ambiente seguro y sin peligros en el cual se pueda ofrecer una educación de calidad.

Toda la ropa debe estar ordenada, limpia, en condición aceptable y debe usarse dentro de los límites de la decencia y el buen gusto apropiado para la escuela. Los artículos de ropa deben ser lo suficiente para cubrir, en forma apropiada, la ropa interior.

- Los artículos de ropa que exhiben símbolos de las pandillas, vulgaridades o productos o propaganda para el tabaco, el alcohol, las drogas el sexo, o que interfieren materialmente con el trabajo escolar, que causan desorden o que interrumpen el proceso educativo, no son permitidos. Tampoco NO se permiten en la escuela las chaquetas, camisetas, sombreros (hats) de los equipos profesionales.
- Están prohibidos los accesorios de metal que presentan un peligro para la salud o la seguridad de los estudiantes.
- Las camisetas de tirantes no se deben usar sin una camiseta (T-Shirt) por debajo.
- La ropa demasiado grande no es apropiada y no debe crear un peligro para la seguridad durante las actividades físicas. La ropa no debe ser más de una medida más grande que el tamaño apropiado. Los pantalones deben sostenerse en la cadera sin necesidad de usar un cinturón y no deben cubrir los zapatos. Las camisas se deberán usar fajadas, mientras permanezcan en la escuela o asistan a excursiones escolares o actividades patrocinadas por el distrito escolar.
- La ropa que se usa en la playa, las blusas sin tirantes, las blusas o camisas con el estomago o el pecho descubierto, los artículos de ropa transparente y las blusas con el hombro descubierto no son apropiadas ni aceptables.

- Los pantalones cortos para caminar si son permitidos y deben llegar no mas alto de la rodilla y máximo 4 pulgadas arriba de la rodilla Todos los pantalones o pantalones cortos deportivos, de ciclismo (de licra), deshilachados, con agujeros o demasiado cortos no son aceptables.
- Los pantalones cortos que terminan entre la pantorrilla y la rodilla y que se usan con calcetines blancos largos se consideran ropa de pandilleros y no se deben usar. Las calcetas para las niñas no puede exceder más alta de la rodilla.
- Los tirantes deben estar abrochados todo el tiempo. Los overoles deben usarse con ambos tirantes abrochados.
- Se permitirán las mallas si la ropa que va encima llega por lo menos hasta cuatro pulgadas arriba de la rodilla.
- Todos los estudiantes deben usar zapatos. Los tenis que tengan velcro necesitan estar abrochados todo el tiempo por razones de seguridad. Los zapatos playeros o las sandalias no son apropiados por razones de seguridad. Solamente zapatos cerrados son permitidos.
- Se permite usar sombreros afuera del salón. Ninguna clase de símbolos, nombres/logos de equipos profesionales relacionados con las pandillas son aceptables en los gorros/sombreros. Las gorras serán permitidas siempre y cuando sean las gorras/sombreros oficiales de la escuela, gorras impermeables, o sombreros que formen parte de algún vestido si son aceptados.
- No se deben usar cinturones con hebillas estilo militar, ni hebillas grandes o cadenas.
- Se harán excepciones al código del vestido siempre y cuando sean por razones médicas o religiosas.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Brekke staff continually monitors the safety of all students upon arrival and dismissal from school. Routines and procedures are established for the arrival and dismissal of students. Traffic is monitored in the front of the school both before and after school and the asphalt and play area behind the school is supervised. Supervisors are campus assistants, teachers, paraprofessionals, custodial staff and administrators.

For morning arrival, the parking lot is closed to parents. Parents are asked to drop off students near one of the school entrances. Crossing guards are posted at the crosswalk near the parking lot entrance and at the 4-way stop at Gallatin Place and Martin Luther King Jr. Dr. Upon arrival, all students are to go to the play area in the back of the school or to the cafeteria for breakfast. Students are not allowed on campus until after 7:30 AM due to lack of supervision. No students are to be in classrooms or hallways unattended. At the first bell, 7:55 AM, students are to immediately go to their “line” and wait for their teacher to escort them to the classroom. Instructional minutes begin at 8:00 and any student who is not in their “line” at 8:00 shall be counted tardy.

Upon dismissal at 2:20 PM, the parking lot is closed to parents for pick up. Staff members will supervise students at dismissal in the front of the building and on the back asphalt area. All students are to be picked up immediately following dismissal. Those students who walk are to leave campus at dismissal time unless arrangements have been made with Brekke staff.

For Kindergarten dismissal, the bus loading and unloading area near the Kindergarten playground area is to be for pick-up purposes only. No parking signs are posted and no private vehicles are to be parked and/or left in this area for student pick-up.

During the school day, students are to be supervised at all times. When one student or a small group of students is in the hallways to run an errand, go to the restroom, library, computer lab, etc, the student’s must have a hall pass in their possession.

Brekke is a closed campus and all visitors to the campus are always to sign in at the front office. Parents are asked not to go to classrooms without prior clearance from the office and a visitor’s badge. Parents are always welcome to serve as volunteers in classrooms; however, procedures for clearance to do so must be followed and cleared names will be provided by the district office only.

Leaving Early: Students may leave campus prior to dismissal if parents, guardians or persons designated by parents/guardians (as listed on the emergency card) pick up students from school with proper identification. Persons picking up the student during the day must present a valid ID, be of 18 years of age, noted on the emergency contact information and sign the student(s) out with the office.

Gates and Door Security: When all classes have entered the building at the beginning of the day, playground supervisors will lock the gates that lead to the basketball courts and park. All exterior doors will be locked to deter entrance to the building except through the front doors. All campus assistants and teachers have keys to the gates and can unlock them when students are outside for recess and other activities.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

School Wide Positive Behavior Support

**Opportunity for Improvement:**

Provide additional training for CHAMPS and ongoing staff development on positive behavior support strategies.



Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Analyze and review effectiveness of the schoolwide positive behavior support plan.	Implement CHAMPS in the classrooms and different areas of the school and evaluate effectiveness throughout the year. Make recommendations for improvements in implementation of the plan.	Discipline referrals and number of suspensions	Principal and CHAMPS leadership team	Review office referrals and suspension rates
2) Keep parents/families informed of positive behavior support plan	Share positive behavior plan and operations procedures at Back to School Night, ELAC, SSC meetings, and other parent nights throughout the year.		Principal and Brekke Safety Committee	Record of communication
3) Development of additional dolphin pride rewards, expectations, etc.	Evaluate the need for additional rewards and expectations throughout the year as needed. Suggestions to be brought back to safety committee.		Principal, counselor, ORC and teachers	Meeting records
4) Train teachers and students on CHAMPS and the 3 B's of Brekke from the Dolphin Pride. Specifically with an emphasis on Bully intolerance.	Conduct behavior assemblies at the beginning of the year and periodically over the course of the year. Conduct training in classes at the beginning of the year on bullying behavior.		Principal, counselor and ORC	Record of training

**Component:**

Disaster Preparedness

**Element:**

Safe School Environment

**Opportunity for Improvement:**

More frequent review of incident command system roles and responsibilities.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Assign each staff member to a role within the Incident Command System	Survey staff for any special training with regards to Incident Command roles. Assign staff members to specific ICS role. Provide staff members with information regarding ICS role and related responsibilities.	Online FEMA courses.	Principal	Record of training
2) Provide training opportunities for staff on their ICS roles.	Coordinate school wide training with scheduled district disaster trainings.		Principal	Record of training
3) Update the ICS roles as staff members change.	Evaluate roles at the end/beginning of each school year and after drills		Principal and safety committee	Plan revisions
4) Keep parents/families informed.	Hold parent information meetings regarding overall school safety. Disseminate information on student release in case of an emergency.		Principal	Record of communications

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Offer more parent information meetings on topic of school safety and student safety.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Increase staff and student awareness of lockdown procedures.	Disseminate information to staff regarding lockdown procedures. Provide schoolwide training drills to practice procedures in different situations	Principal, staff, SRO	Principal	Record of drills
2) Increase parent/family awareness of procedures in case of a lockdown.	Disseminate information to parents regarding lockdown drills. Hold parent meetings to inform families of student release procedures in case of a lockdown.		Principal	Record of communication
3) Ensure facilities are well-maintained and do not present any safety issues.	The lead custodian and the principal conduct a monthly safety inspection and submit reports and/or work orders to the district office.		Principal and Lead Custodian	Record of inspections

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Norman R. Brekke Elementary School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas. Brekke incorporates the Dolphin Pride program emphasizing the three "B's" of behavior - Be Safe, Be Responsible, Be Respectful - with CHAMPS.

**GOALS**

We want our students to develop a sense of values and to become:

- Caring Honest
- Responsible Well mannered and courteous
- Respectful Knowledgeable of right and wrong
- Fair Positive in outlook
- Compassionate Self-disciplined

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations of Students

- Attend school daily and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

#### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

#### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (3) Willfully used force or violence upon the person of another, except in self-defense.
  - r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - u) Committed or attempted to commit robbery or extortion.
  - v) Caused or attempted to cause damage to school property or private property.
  - w) Stole or attempted to steal school property or private property.
  - x) Possessed or used tobacco, or tobacco products.
  - y) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - aa) Disrupted school activities or otherwise willfully defied the valid authority
  - bb) Knowingly received stolen school property or private property.
  - cc) Possessed an imitation firearm.
  - dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.

## 5. Possession of an explosive.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Possessing cellular telephones or electronic paging devices;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

## SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES

### Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

## EVALUATION AND FEEDBACK METHODS

### Summary

The staff, School Site Council, and the principal will review the school rules and discipline program. These groups will consider the impact of the school-wide recognition programs and their effectiveness. The number of discipline referrals and suspensions will be reviewed. All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety.

**Conduct Code Procedures**

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

**(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

September review plan with staff. Review plan with safety committee at each regular scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.



**Safety Plan Appendices**

**Emergency Contact Numbers**

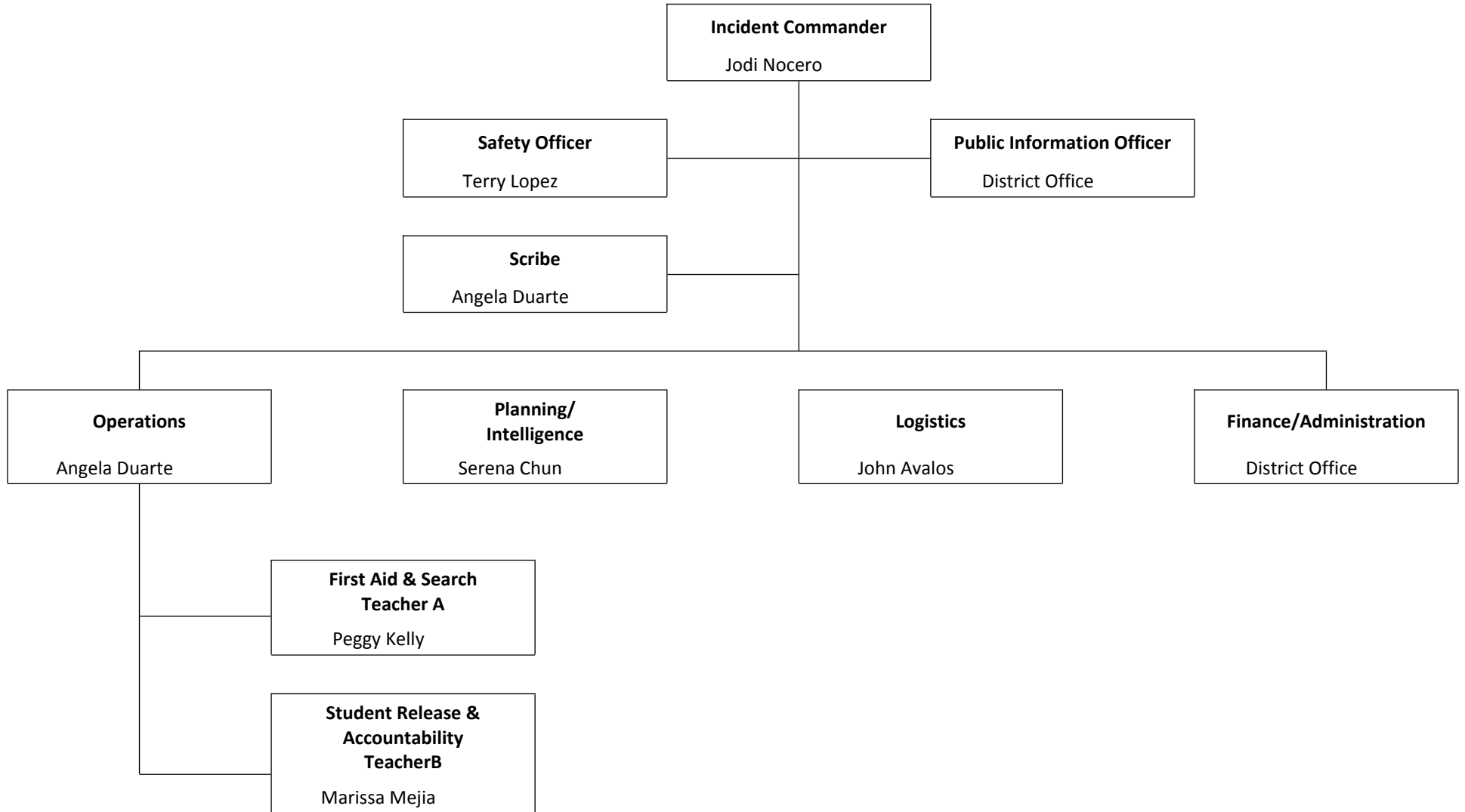
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
A safety committee is created each school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a regular basis to review and make any necessary recommendations and changes. All changes are brought to the attention of staff and stakeholders. The plan is reviewed in December, approved by the School Site Council and updated January/February.	Regularly scheduled bimonthly meetings: August 2016, December 2016, January 2017, March 2017, May 2017	

**Norman R. Brekke Elementary School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present near, or on campus. If possible, the campus custodian may assist in securing the animal from becoming harm or hurt anyone. The animal may be confined to a secured area until it is removed from the campus by animal control

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1). Direct all students and staff to remain indoors.
  - 2). Direct all heating and ventilation systems to be shut down.
  - 3). Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report" (see form following).
2. Contact the police and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search own classroom (see sample emergency message following).
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.



## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.

14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

- . Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Noify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.

2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

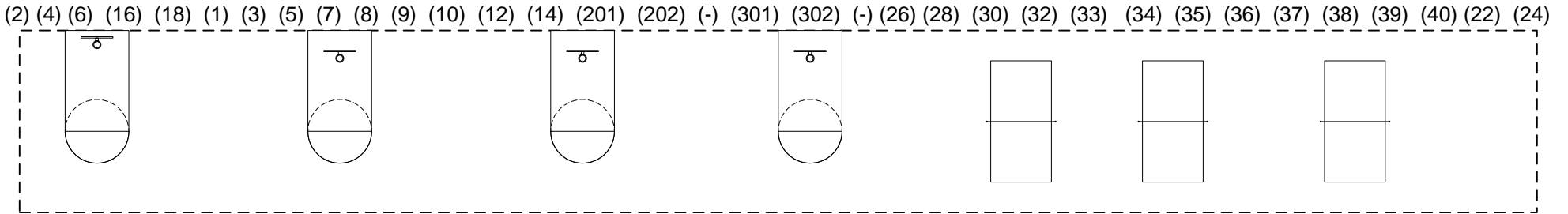
The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

Emergency Evacuation Meeting Area for Bomb Threat (grass area next to homes)



Emergency Evacuation Meeting Area for Fire, Earthquake, and other emergencies

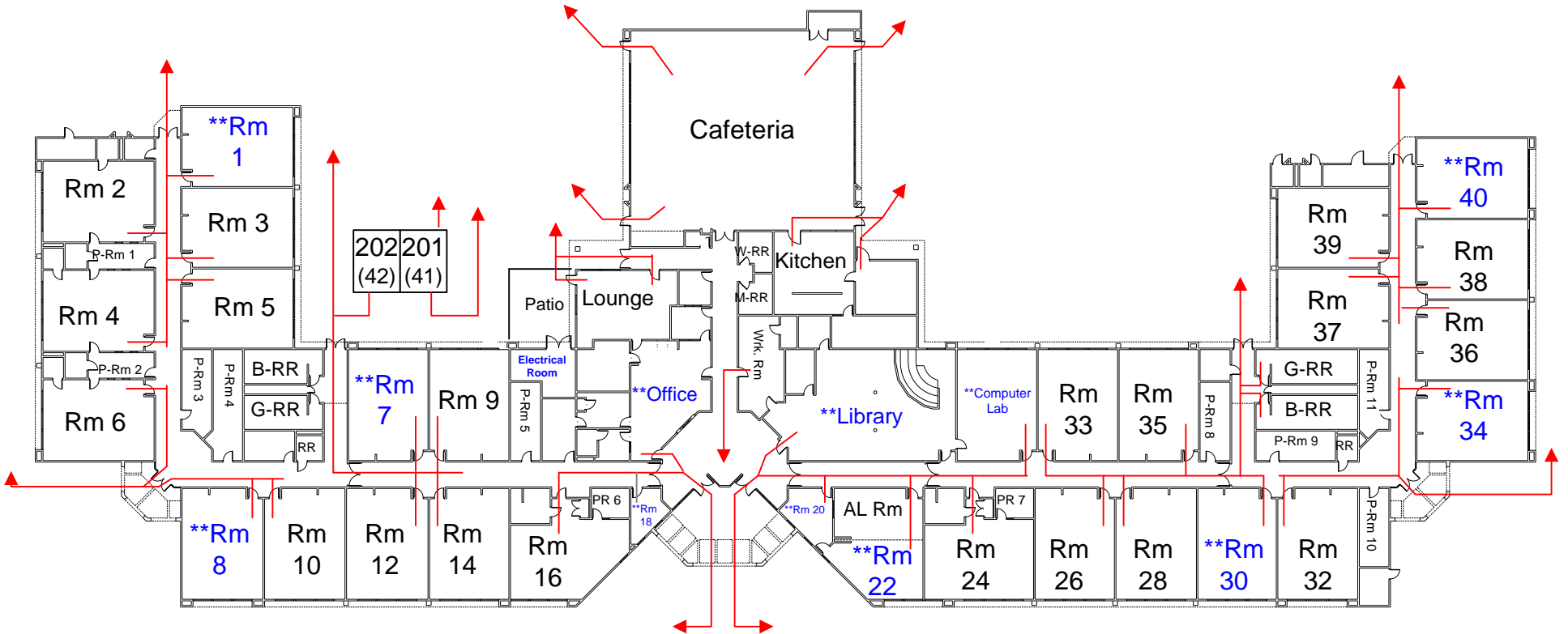


Classroom Meeting Area

Classroom Meeting Area

(6) (2) (1) (3) (5) (8) (10) (7) (12) (14) (9) (201) (202)

(35) (30) (33) (28) (26) (24) (32) (34) (37) (36) (39) (38) (40)



\*\* = Rooms responsible for doors

Norman R. Brekke School Emergency Evacuation Map

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Cesar E. Chavez K-8 School  
**CDS Code:** 56725386055321  
**District:** Oxnard School District  
**Address:** 301 North Marquita Street  
 Oxnard, CA 93030-3792  
**Date of Adoption:** January 2017

**Approved by:**

Name	Title	Signature	Date
Mrs. Brasilia Perez	Principal	<i>Paula Perez</i>	1/18/2017
Mrs. Maria Ramos	Teacher	<i>Maria Ramos</i>	1/18/2017
Mrs. Nancy Rodriguez	Teacher	<i>Nancy Rodriguez</i>	1/18/2017
Ms. Desiree Chua	Teacher	<i>Desiree Chua</i>	1/18/2017
Mrs. Rosalinda Rodarte	Teacher	<i>Rosalinda Rodarte</i>	1-18-17
Ms. Teresa Silvas	School Counselor	<i>Teresa Silvas</i>	1-18-17
Officer Rodriguez	School Resource Officer	<i>Officer Rodriguez</i>	1-18-17
Mrs. Yulianna Robles	Office Manager	<i>Yulianna Robles</i>	1/18/2017
Mr. Aaron Smith	Lead custodian (tentative)	<i>Aaron Smith</i>	1-18-2017
Mrs. Camila Gomez	SSC President	<i>Camila Gomez</i>	1/18/2017
Ms. Yolanda Gonzalez	Outreach Specialist	<i>Yolanda Gonzalez</i>	01/18/2017

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Cesar E. Chavez K-8 School's office.

### **Safety Plan Vision**

It is the goal of all staff at Chavez School to provide a nurturing, safe environment, and secure learning for all students, staff, families and community in a safe climate.

## Components of the Comprehensive School Safety Plan (EC 32281)

### Cesar E. Chavez K-8 School Safety Committee

Maria Ramos, teacher  
Nancy Rodriguez, teacher  
Rosalinda Rodarte, teacher  
Desiree Chua, teacher  
Teresa Silvas, counselor  
Brasilia Perez, Principal  
Yulianna Robles, Office Manager  
Officer Pedro Rodriguez  
Camila Gomez, SSC President  
Yolanda Gonzalez, Outreach Specialist  
Manuel Hernandez, Lead Custodian

### Assessment of School Safety

Cesar Chavez School has a "Safe Schools' Plan of Action" in compliance with the Oxnard School District.

- Our school is currently a closed campus. Parents and visitors must sign at the front office to get a badge or sticker and access to our campus. We have hired additional campus supervisions so our students are highly monitored. The school principal, outreach consultant, social worker and his assistant are always monitoring recesses and lunch times in addition to the five campus supervisors.

Our school is implementing fire, earthquake and evacuation drills at least once a month. Gates and doors are locked at all the time.

- The SRO conducted a security inspection of the campus with the Principal and lead custodian at the beginning of the year 2016-2017.
- The SRO is present for whole school evacuation drill. Monitoring and providing support.
- Risk Management from DO conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.
- The Lead custodian and the principal conduct a monthly safety inspection and submit a report to the DO.
- Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office.
- The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

### Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

District programs and approved community resources are made available to parents and students. All students are safe and secure while at school and to and from school. School provides the educational environment where students, parents, staff, and community members are notified in a manner that is respectful. Extremely secured campus, highly monitored and track records are kept of individuals that visit our school.

Student Security-Closed Campus. The Lead Custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders to the district office.

- Security measures are implemented by having a closed campus.
- Parents and visitors must sign at the front office to get a badge or sticker and access to our campus. We have hired additional campus supervisions so our students are highly monitored. The school principal, outreach consultant, social worker and his assistant are always monitoring recesses and lunch times in addition to the five campus supervisors. All students and staff members are provided a safe teaching and learning environment.
- All students are dropped off in the morning and enter through the main gates or through the office (when arriving after the late bell). Students may enter and exit school from Marquita Street or Juanita Street.
- Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge.
- All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID.
- Staff and administration are continuously supervising and monitoring school campus throughout the school day to ensure school safety.

#### Discipline and Behavior

- In order to ensure that students engage in safe behavior the school implements Lesson One and/or CHAMPS positive behavior support program. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to.

#### Emergency Supplies

- Conduct an annual inventory of Emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks
- EOP updated and have first aid supplies and search and rescue plan in place
- Staff trained in Emergency Operations Plan/School Safety Plan

#### Information/Awareness

- Staff is trained in Emergency Operations Plan/School Safety Plan
- The safety committee meets regularly to review all safety and security procedures and makes any necessary recommendations and changes.

#### Drills

- SRO from OPD regularly attends lockdown drills scheduled by school staff to ensure that procedures are followed properly ,providing feedback to Principal which will debrief with staff and do necessary changes
- Monthly Drills: Earthquake and Fire Drills

#### Traffic/Safety Enforcement and Communication

- Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns.
- Administration communicates with the community via meetings, letters, and Connect-Ed phone messaging system regarding reminders for safety and traffic regulations.
- The safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise

of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

### **Disaster Plan (See Appendix C-F)**

#### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- s) Aided or abetted the infliction or attempted infliction of physical injury.

- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

#### **CHAVEZ SCHOOL DRESS POLICY**

All students will be held to the Chavez School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school, to adhere to the school's dress code policy.



The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

The following will be strictly adhered to:

#### DRESS CODE

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

All students at Chavez K-8 School will be held to the Chavez dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The Chavez School Dress Policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. One's dress and appearance should not disrupt the education of others. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire. All clothing, footwear and accessories must help maintain a serious, academically-orientated atmosphere (Garments with frayed edges, torn or with holes are not appropriate for the school setting), due to safety, sandals with no back strap may not be worn. Wallets with chains are not permitted.

1. Clothes should be neat, clean, and reflect good taste and decency.

Garments shall be sufficient to appropriately conceal undergarments at all times. (See-through fabrics, halter tops, shoulder/low cut tops, short skirts or shorts shorter than midhigh and bare midriffs are prohibited.)

2. Shirts should have no derogatory writing, symbols or pictures. Shirts with beer, alcohol, drugs or tobacco slogans are not to be worn. This includes shirts with obscene pictures, drug emblems, violent photos or objectionable language.

3. No clothing with sports logos. For example: Raiders, Cowboys, Lakers, Dodgers

4. Clothing should not be over-sized. T-shirts should be no longer than hip length. Students who wear shirts longer than this will be required to tuck them in. Pants should not be baggy. Students will be required to wear a belt if their pants can not stay up at the waist.

5. Apparel or make up, which draws undue attention to the wearer, is not appropriate.

6. Closed shoes must be worn at all times.

7. All shirts must have sleeves: Tank tops, beach wear, low chest cut, halter tops, crop tops, tube tops, and off the shoulder tops are not permitted. Spaghetti strap, see-through clothing or bare midriffs are also not permitted.

8. Dresses or skirts should be no more than four (4) inches above the knee.

9. Shorts are permitted. However, cut-offs, short shorts, or short athletic shorts are not permitted. Shorts are to be no more than 4 inches above the knee. Shorts below the knee may not be worn. Shorts that stop between mid-calf and knees worn with long white socks are considered gang attire and may not be worn.

10. Pants with holes, hanging bib straps, cut or ragged cuffs, or pants with belt straps hanging are not appropriate school attire.

11. Hats and caps may not be worn to school unless they are of school colors and/or are required for sun block protection. Hats without logos only. No hats may be worn in the classroom.

12. No faded or torn blue jeans.

13. Articles of clothing, jewelry, accessories, and other personal items, shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug alcohol or tobacco advertising, which advocate racial ethnic, religious prejudice or are affiliated with gangs.

14. Metal accessories and jewelry that present a hazard to the health and safety are prohibited.

Exceptions to dress code can only be made for medical, health reasons, and/or religious beliefs.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Cesar Chavez school has in place procedures and steps to follow in case of an emergency.

- Our school is currently a closed campus. Parents and visitors must sign at the front office to get a badge or sticker and access to our campus. We have hired additional campus supervisions so our students are highly monitored. The school principal, outreach consultant, social worker and his assistant are always monitoring recesses and lunch times in addition to the five campus supervisors. All students and staff members are provided a safe teaching and learning environment.
- Security measures are implemented by having a closed campus. All students are dropped off in the morning and enter through the main gates or through the office (when arriving after the late bell). Students may enter and exit school from Marquita Street or Juanita Street.
- Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor’s badge.
- In the case of Kindergarten students, all parents drop off and pick up kindergarten students during Kindergarten schedule from the Kindergarten gated area supervised by a campus supervisor at all times when students are present and Kindergarten gate is open.

Procedure for Releasing Students from School:

1. Under no circumstance may a pre-kindergarten through 8th grade pupil be released to an adult who is not properly identified. School-based staff must also check the student’s record to determine if the child’s parent or legal guardian has approved or denied the individual access to the student.
2. Valid identification must include the photograph and signature of the individual picking up the student. A government-issued ID is preferred.
3. The release must take place in the school office and not in any other location in the school.
4. For all students released early, information must be recorded in the school office, in a log.
5. All emergency contact information must be up to date. Parents/Guardians are asked to provide emergency contact information for thier children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.
6. All medical and Dental Appointments  
Dismissal of students for medical or dental appointments may be permitted. A note from a physician or adentist should be submitted to the school office.
7. Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.
8. The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Site Based Response

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Continue implementing the techniques learned from CHAMPS	The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas. Chavez school teachers and students shall continue to implement CHAMPS in all grades throughout the school year. Administrators and school counselor will conduct CHAMPS for all teachers and students to receive training. New teachers will be offered the opportunity to be trained and all staff may attend training.	CHAMPS staff	Chavez Staff, Brasilia Perez. Principal, Naomi Cortez, Assistant Principal, Teresa Silvas, School Counselor, Yolanda Gonzalez, ORC	record of training
2) Cesar Chavez students, parents and staff will work together to ensure that strategies are in place to build a sense of community within the school that all feel pride in their school and feel that they are important members of a team.	At Cesar Chavez, the staff shall create, practice, and enforce a code of ethics that affirms universal human values, such as respect, honesty, and fairness.	Administration	Chavez Staff	records or training
3) At Cesar Chavez, learning and productivity is valued, success is expected of everyone, and class time is used efficiently.	At Chavez school, there are expected performance standards and students who fail to meet the standards are identified and notified of tutoring and other intervention programs available. In the upper grades a student goals and progress portfolio will be created for every student in order for the student to analyze and monitor their own data.	School's administration, teachers, and support staff	Brasilia Perez, Principal	review of suspension rates, grades at progress reports and Trimester

Objectives	Action Steps	Resources	Lead Person	Evaluation
4) Reduce the amount of office referrals for violent/bullying behavior and disseminate the Rules and Procedures for School Discipline	Chavez school will identify effective classroom bullying strategies and practices to better handle such behavior. Counselor and administrators will conduct anti-bullying assemblies and classroom visits routinely during the school year in order to communicate a non-violent, zero bullying school culture.	Lesson one, CHAMPS, Rti and PBIS behavior strategies	Chavez Staff, Administrators, School Counselor	review of office discipline referral rates, review of suspensions
5) Disseminate Safe School Plan to all stakeholders, including Hate Crime Reporting Procedures	Chavez school shall submit the approved site safety action plan to the Oxnard School District and Board for final review and approval.	School Safety committee	Brasiila Perez, Principal, Safety Committee, School Site Council	review of school safety plan
6) Cesar Chavez School will institutionalize resiliency strategies fostering assets that will have the greatest positive impact on the lives and success of the students.	Chavez school will develop external and internal assets to achieve support, boundaries, routines, high expectations, commitment to learning, positive values, social competencies, and positive identity.	Support staff, administration	Outreach consultant, social worker, school counselor, psychologist, instructional coach, and administration	record of training

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site based response

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Cesar Chavez shall have visible staff and parental presence.	Chavez administration will encourage staff members and parents to be visible when students are in route to and from school.	Principal, parents and support staff	Brasilia Perez, Principal	routine observations and record safety drills
2) Students attending Cesar Chavez school will have strategies in place on how to respond when they feel threatened, bullied, or in need of assistance.	Administration and school staff will provide strategies, resources, and support to all staff members to teach the safety strategies to all students.	Lesson One strategies, CHAMPS strategies, Oxnard School District Resources, RTI and PBIS Behavioral strategies	Brasilia Perez, Principal, Naomi Cortez, Assistant Principal, Teresa Silvas, School Counselor	record of training
3) Cesar Chavez School Safety Committee will survey the school site and immediate surroundings to identify student centered issues on a routine basis.	School's Safety Committee will conduct annual parent and staff surveys, safety school inspections and follow up with a report to parents and staff.	School safety surveys and reports	Safety/Disaster Committee, Oxnard Police department	safety drills, record of survey
4) Cesar Chavez School will continue working with parents, community members and Oxnard Police Department personnel to create a crime-free and safe community.	The school will establish a safety committee which shall include the Principal, a student representative, staff representative, a police offices, parents and other community representatives.	Community members, Oxnard Police department, Oxnard School District, neighbor schools	Brasilia Perez, Principal	record of training
5) Staff and students know how to respond in an emergency	Monthly safety drills Monthly campus safety and walks Inventory disaster materials Train staff annually on disaster prep	School Safety Committee	Brasilia Perez, Principal and Manuel Hernandez, Lead Custodian	safety drills, record of training

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site based response

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Hold monthly disaster, emergency and lockdown drills, SRO is available on call for support	Chavez school will hold 10 fire drills, 2 lock downs, 3 drop and cover drills, and 1 evacuation drill during the school year. One fire drill will be conducted after school with the After School Program staff and students. Principal will review reports and procedures after each drill to all staff. SRO is available on call for support	log drills	Brasilia Perez, Principal, Officer Rodriguez, SRO	safety drills, record of training
2) Train Staff and Teachers on their responsibilities and stations during a disaster. Hold station drills once a year at minimum.	Chavez school shall confer and maintain a positive relationship with local law enforcement in the training, and implementation of the safety plan. SRO is available on call for support.	Oxnard Police Department, Oxnard School District	Safety/Disaster Committee	record of training
3) Conduct Quarterly safety walk-throughs with Lead Custodian and support staff.	Chavez school will conduct quarterly safety walk-throughs that will identify any need for changes, work orders, or safety trainings. This walk-through will allow the team to inventory safety materials.	School Safety Committee	Brasilia Perez, Principal, Safety Committee, Manuel Hernandez, Lead Custodian	record of observation, record of training, record of inventory

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Cesar E. Chavez K-8 School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**SCHOOL WIDE RULES**

- Be Safe
- Be Respectful
- Be Responsible

**EAGLES**

- Encourage Others
- Act Responsibly
- Give your Best Effort

Listen to and Follow Directions  
Expect Success  
Share your Talents

#### GOALS

We want our students to develop a sense of values and to become:

Caring Honest  
Responsible  
Well mannered and courteous  
Respectful  
Knowledgeable of right and wrong  
Fair  
Positive in outlook  
Compassionate  
Self-disciplined

#### BELIEFS

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations of Students

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

#### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

#### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.

- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Evaluation

School Administration and staff will review suspension rates, review office referral rates, record of training, etc.

#### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

#### GROUNDS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:



- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

**Expulsion Recommendations – Education Code**

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

**MANDATORY RECOMMENDATION AND MANDATORY EXPULSION**

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee’s concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.
  - Consequences
  - Positive Reinforcements
  - Incentives are used to promote exemplary student conduct.
  - School rules and procedures implementation responsibilities
  - Evaluation and feedback methods.School Administration and staff will review suspension rates, review office referral rates, record of training, etc.
  - Summary

**Conduct Code Procedures**

Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others’ right to learn.

**Consequences**

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student’s teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student’s teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct.  
School rules and procedures implementation responsibly.  
Evaluation and feedback is considered.

#### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. September review plan with staff. Review plan with safety committee at each regularly scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Communicate review and report to all staff after every safety drill. The plan is reviewed in February of each year, approved by SSC, and updated on March 1st.

**Safety Plan Appendices**

**Emergency Contact Numbers**

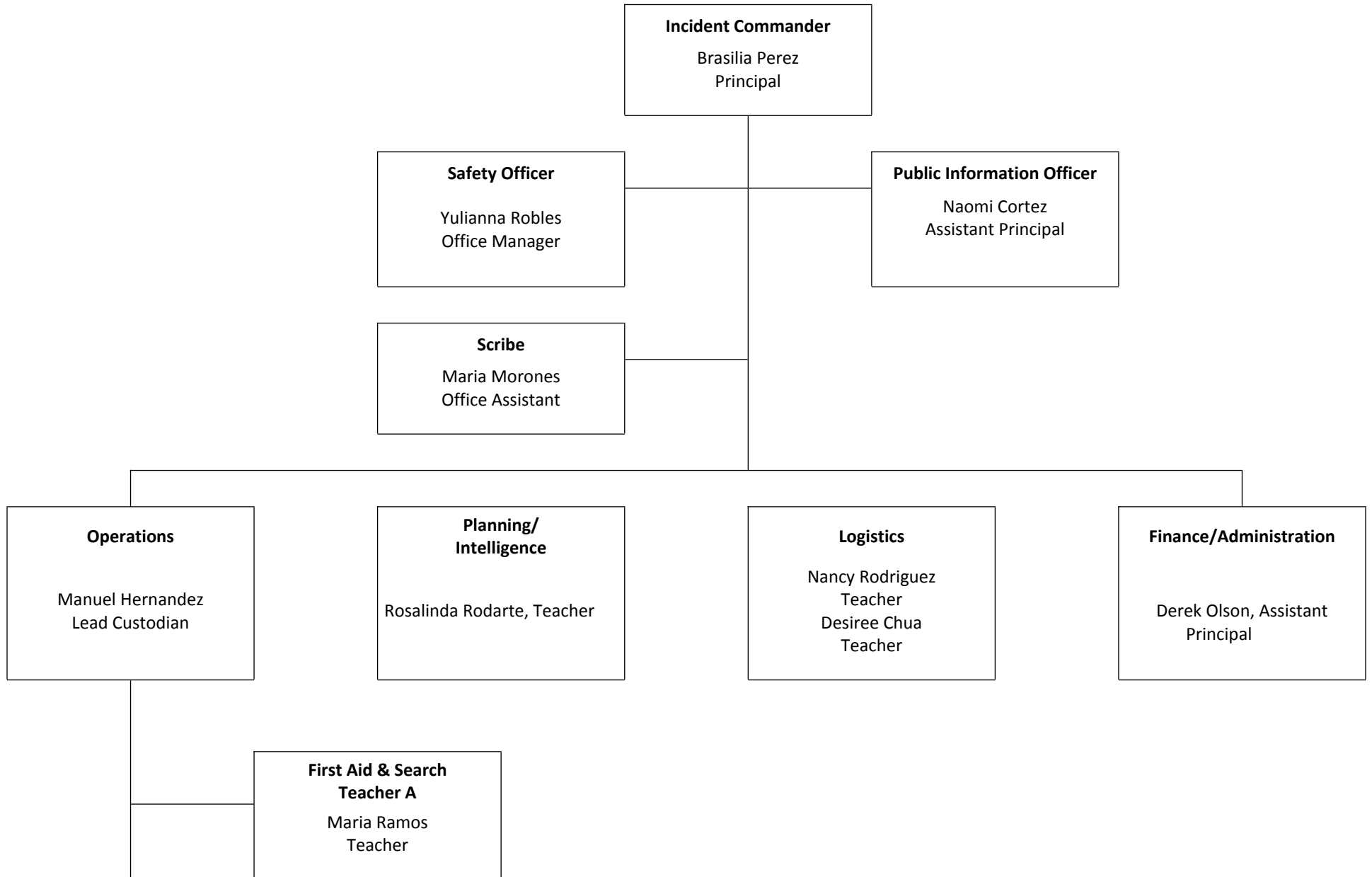
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
September review plan with staff. Review plan with safety committee at each regularly scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.	Regularly scheduled meetings with Leadership Team, Wednesday, September 15, 2015 at 9:30 AM; Monday, September 29, 2015 at 8:30 AM	Staff meetings/Safety Committee/Library
October/Review Plan	October 7, 2016 at 11:00 AM	Safety Committee/Room 107
November/Review Plan	November 16, 2016 at 10:00 AM	Safety Committee/Room 107
December/Review Plan	December 2, 2 016 at 10:30 AM	Safety Committee/Room 107
January/Review plan/School Site Council Approval	January 27, 2017 at 9:00 AM	Safety Committee/School Site Council/Library
February/Review Plan	February 14, 2017 at 8:45 AM	
March/Review plan	March 7, 2017 at 12:00 PM	Safety Committee/Room 107
April/Review Plan	April 21, 2017 at 10:30 AM	Safety Committee/Room 107
May/Review Plan; Final draft for the following school year	May 3, 2017 at 2:00 PM	Safety Committee/Room 107
June/Review Plan and School Site Council Last revision	June 1, 2017 at 10:00 AM	Safety Commttee/Room 213

Cesar E. Chavez K-8 School Incident Command System



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**Student Release &  
Accountability  
TeacherB**

Annilu Nuñez  
Attendance Technician



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

- 1) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
- 2) Render first aid as necessary.
- 3) Take roll, complete Disaster Report, and report results to the incident commander.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus. If possible, the campus custodian may assist in securing the animal from harm or harming others. The animal may be confined to a secured area until it is removed from the campus by animal control.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

- 1) If you become aware of potentially hazardous release or accident, notify the office immediately. Render first aid as necessary.
- 2) If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - All students and staff are to remain indoors.
  - Turn off all heating and ventilation systems.
  - All windows should be closed.

### **PESTICIDE EXPOSURE (Pesticide Drift)**

- 1) Notify the office immediately.
- 2) Render First Aid if necessary.
- 3) Until ordered to evacuate, assume that a "shelter-in-place" strategy will be employed and do the following:
  - Direct all students and staff to remain indoors until it is safe or directed otherwise.
  - Direct all heating and ventilation systems (HVAC) to be shut down.
  - Direct all windows to be closed.
- 1) If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.

### **Bomb Threat/ Threat Of violence**

#### **BOMB THREAT**

- 1) The person receiving the threat should attempt to keep the caller on the phone, stall by saying "Sorry, I can't hear you", etc. Try not to cause concern on the part of your students. Pay close attention to the caller's words, voice, and any background noises. Ask the caller where the bomb is located, what it looks like, and when it going to explode.
- 2) Contact the office.
- 3) DO NOT use radios or cellular telephones.
- 4) If deemed necessary, incident commander will call for evacuation.
- 5) An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
- 6) In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
- 7) Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

#### **NUCLEAR ATTACK**

This section assumes a nuclear detonation away from our area and our area is not affected by the blast itself. The main concern is radioactive fallout.

- 1) Shut down all heating and ventilation system.
- 2) Keep students in classrooms with their backs to the interior walls.
- 3) Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
- 4) All personnel are to remain indoors unless performing duties as assigned.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### **Procedure**

##### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.

7. The bus driver is responsible for accounting for all students throughout the emergency.

### **Disorderly Conduct**

- 1) Inform the office of the emergency situation.
- 2) Do not release students without authorization.
- 3) All students and staff are to remain in their respective classrooms and work areas.
- 4) Lock all doors and windows and close all window blinds or curtains. Avoid window areas.
- 5) When the emergency is over, all clear will be signaled.

### **Earthquake**

#### **A. INSIDE SCHOOL BUILDING:**

- 1) The teacher, or staff member in authority, will implement action, "DUCKCOVER AND HOLD." Stay inside building until the shaking stops.
- 2) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
- 3) Do not use telephones.
- 4) Implement action, "LEAVE BUILDING." Over intercom, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Goto an open area away from trees, power poles, etc.
- 5) Avoid touching electrical wires and metal objects such as chain link fences.
- 6) Render first aid if necessary.
- 7) Take roll and submit Disaster Report to incident commander.
- 8) The principal/designee is to establish a command post, assess damage, activate search team and activates the incident command system.
- 9) Activate a buddy system: determine needs of neighboring classrooms. Listen for directions when to report to stations.
- 10) Principal to request assistance through school district channels.
- 11) Notify the District Emergency Operations Center of any breaks in utility lines.
- 12) The superintendent/designee will determine the feasibility of closing the school, based on the report of the principal.

#### **B. IF OUTSIDE:**

- 1) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
- 2) The safest place is in the open. Stay there until the earthquake is over.
- 3) DO NOT RUN! Do "DROP -TAKE COVER."
- 4) Follow procedures 5 through 12 under "Inside School Building."

#### **C. HANDICAPPED STUDENTS:**

- 1) Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

- 1) DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
- 2) If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
- 3) When directed, evacuate.
- 4) If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
- 5) Render first aid as necessary.
- 6) Teachers are to take roll, complete Disaster Report, and report missing students to the office.
- 7) If possible to fight small fires without endangering life, do so.

### **Fire in Surrounding Area**

- 1) Sound the school alarm and evacuate building.
- 2) Notify the office.
- 3) Assemble at the pre-designated area (refer to evacuation map).
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and ancillary rooms for staff and students.
- 7) If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so by using the fire extinguisher.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Teachers should take roll, complete Disaster Report, and report of missing students to the incident commander. No one should leave the area until instructed to do so.
- 10) In the event of a fire near the school, the principal shall determine what action is appropriate.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.

4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

#### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.

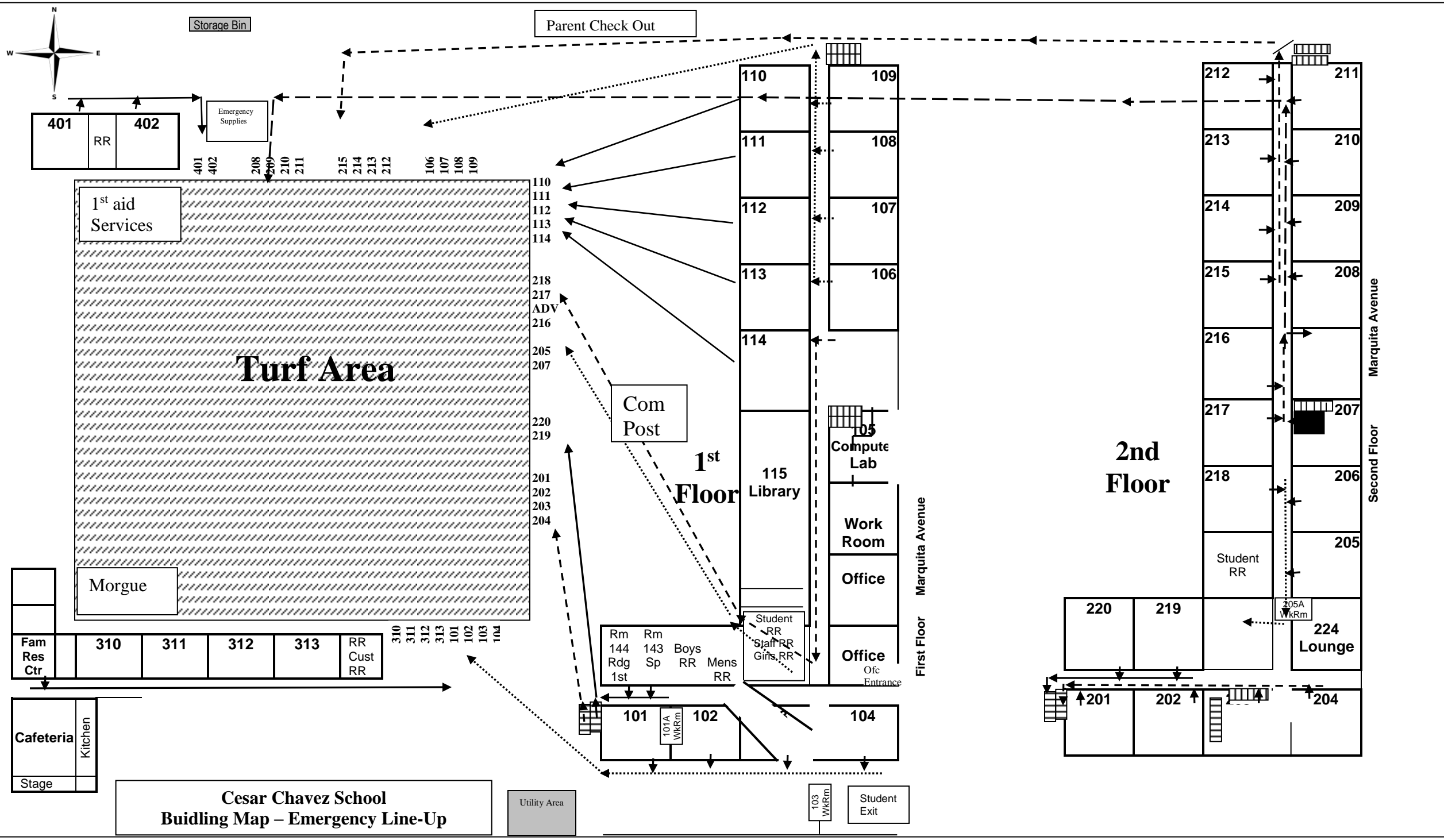
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

**Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.



## Emergency Evacuation Map



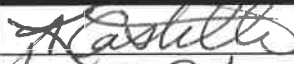


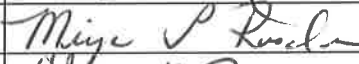


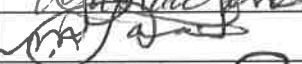


**Cesar Chavez School  
Building Map – Emergency Line-Up**

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Curren School K-8  
**CDS Code:** 56725386055263  
**District:** Oxnard School District  
**Address:** 1101 North F St.  
 Oxnard, CA 93030-4003  
**Date of Adoption:** January 23, 2017

**Approved by:**

Name	Title	Signature	Date
Ms. Kelly Castillo	Principal		1-23-17
Officer Kevin Thompson	School Resource Officer		1-23-17
Ms. Mary Truax	School Site Council Chairperson		1-23-17
Ms. Mireya Rosales	Office Manager		1/23/17
Mr. Alex Romero	Lead Custodian		1-23-17
Mr. Carlos Beltran	Safety Committee Lead		1-24-17
Ms. Gabriela Torres	School Counselor		1/23/17
Mrs. Maria Lara	Outreach Specialist		1/23/17
Ms. Elena Garcia	Assistant Principal		1/23/17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Curren School K-8's office.

### **Safety Plan Vision**

At Curren School, we believe all students deserve a nurturing, safe, and secure learning environment. Students are to be safe, responsible, and respectful.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Curren School K-8 Safety Committee**

The Safety Committee is comprised of the principal and the leads from the Emergency Operations Plan. The members are: Kelly Castillo (principal), Officer Kevin Thompson (School Resource Officer), Kristin Chacon (assistant principal), Elena Garcia (assistant principal), Carlos Beltran (teacher), Bonnie Sides (teacher), Kenneth Hefflefinger (teacher)

### **Assessment of School Safety**

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel. The Lead Custodian and principal conduct a monthly safety inspection and submit reports to the District Office. Any safety issues are reported by staff to site administration as they are noticed to be handled by the Lead custodian through work orders to the district office. The SRO conducts a security inspection of the campus with the principal, and makes recommendations as necessary.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Lead Custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders to the district office.

Emergency drills are conducted on a regular basis. SRO from OPD regularly attends lockdown drills scheduled by school staff to ensure that procedures are followed properly providing feedback to Principal which will debrief with staff and do necessary changes. Earthquake and fire drills are conducted on a monthly basis. All employees are trained on an emergency operation plan system, and regular drills occur to practice these procedures.

Traffic/ Safety Enforcement and Communication: Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns. Administration communicates with the community via meetings, letters, and connect-ed phone messaging system regarding reminders for safety and traffic regulations. The safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

Minor repairs are made immediately through the lead custodian or work orders placed through the DO. Major changes may need to go through a process involving input from stakeholders which include the school's leadership team, staff, and parent groups.

In order to ensure that students engage in safe behavior Curren School implements CHAMPS positive behavior support program. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to. The school employs a full time counselor to address the social emotional well being of students at school.

School administration and staff from the safety committee have conducted an annual inventory of emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks. Staff has been trained in an Emergency Operations Plan/School Safety Plan. The EOP has been updated and have first aid supplies and search and rescue plan in place. The safety committee meets regularly to review all safety and security procedures and makes any necessary changes and recommendations.

Security measures are implemented by having a closed campus. All students are dropped off in the morning and enter through the main gate or through the office (when arriving after the late bell). Gates are located at both the front and the back of the school. Campus supervisors monitor gates at the beginning of the school day and during dismissal. Campus supervisors and volunteers have been trained to cross students at designated crosswalks during these times. Adults who are not employees are not allowed on campus at any time without first checking into the office, signing in, and obtaining a visitor's badge. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID.

Staff and administration are continuously supervising and monitoring school campus throughout the school day to ensure school safety. In order to ensure that students engage in safe behavior, the school implements CHAMPS positive behavior support plan. Students are expected to follow the rules and teachers reinforce the rules in their classroom. Discipline is applied when the expectations are not adhered to.

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520



FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

## DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

## NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

## Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.

(c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

#### **CURREN SCHOOL DRESS POLICY**

All students will be held to the Curren School Dress Policy. Clothing should not disrupt the natural flow of the classroom or school activities. Students who violate the dress policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Repetitive dress code violations will result in disciplinary action. In accordance with Oxnard School District Policy 8145 AP, the purpose of dress standards shall be to ensure a safe and secure environment in which to offer a quality education.

Curren students should dress in clothing, footwear and accessories that promote and maintain a serious, academically-oriented school atmosphere.

Curren dress policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. Dress or appearance should not disrupt the education of others.

Clothes should be neat, clean, and be of good taste. Apparel which draws undue attention to the wearer is inappropriate and disrupts learning.

The following will be strictly adhered to:

#### **DRESS CODE**

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

The Curren School Dress Policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. One's dress and appearance should not disrupt the education of others. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire.

Curren School Dress DOES NOT ALLOW THE FOLLOWING:

1. Backless footwear, flip-flops, slippers or sandals.
2. Exposed undergarments.
3. Clothing or jewelry deemed provocative, disruptive, or hazardous to the health or safety of the wearer.
4. Baggy or torn pants and shorts.
5. Clothing, jewelry, and personal items with obscene or offensive drawings, and writing or pictures depicting alcohol, drugs, sex, racism, or violence.
6. Gang-related apparel of any kind.
7. Halter tops, crop tops, or spaghetti straps.
8. Shorts or skirts above the mid thigh.
9. Hats or head coverings with logos and/or writing. No hats or head coverings worn indoors (with the exception of those worn in religious observance).
10. Professional team attire (Cowboys, Dodgers, Lakers, etc.)

Exceptions to dress code can only be made for medical, health reasons, and/religious beliefs.

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Curren School is a closed campus facility. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular hours. All visitors must check in and sign in at the front office to enter the school property-this includes after school hours.

Students enter school from one of two gates on F St. or G st. These gates are only open before school (7:30am-8:10am) and at dismissal (2:20-2:55). Dismissal for students in grades 1-5 is at 2:20PM Monday through Friday. Dismissal for students in grades 6-8 is at 2:30PM. For minimum days, dismissal for students in k-5 is at 11:55AM and 6-8 at 11:45AM. Campus supervisors and administrators leave the gates open at dismissal until 12:15PM for minimum days. The regular school day for kindergarten is from 8:10-1:27PM.

Campus supervisors and school administrators are located at all gates during arrival and dismissal for all grade levels. Parents are aware that there is no supervision before 7:30AM and after the gates close at the end of the day. School office hours are from 7:30AM to 4:00PM Monday through Friday. Students not participating in after school activities are to leave campus immediately. There are crossing guards at both F St and G St. School staff frequently communicates with the Oxnard Police Department regarding concerns with traffic, safety, and parking.

Upon arriving at school, students are to immediately come onto campus. Students are only allowed to enter and exit through the gates at arrival and dismissal times. The tardy bell for students in grades 6-8 is at 8AM. The tardy bell for students in K-5 is at 8:10AM. If the student arrives after the tardy bell, the student must check into the office prior to going to the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to the classroom. A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time without a valid excuse. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age, and produce a valid ID. Students may leave campus, prior to dismissal; if parents, guardians, or persons designated parents/guardians (and are on the emergency card) pick up students from school. Persons picking up students during the day must present a valid ID, be 18 years of age, notes on the emergency contact information, and sign the student(s) out of the office.

When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence. Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member. The following are considered trancies:

1. being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

The safety committee consistently meets to assess the needs of the school. They work collaborative with all stakeholders, parent concerns, and ideas are considered when making changes to improve student/campus safety. Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year and are asked to make updates as soon as possible when contact information changes. Parents/guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached tot he student's emergency card and will be followed accordingly.

Staff continuously monitors the safety of all students upon arrival and dismissal from school, including the bus stops, and throughout the school day, following established routines and procedures.

#### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

Schoolwide Positive Behavior System

**Opportunity for Improvement:**

Implementation of Positive Behavior Support System schoolwide.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop and implement a comprehensive Schoolwide Positive Behavior Support System that is founded CHAMPS.	<ol style="list-style-type: none"> <li>1. Develop a plan to implement the CHAMPS program at Curren School.</li> <li>2. Conduct school wide training on the plan.</li> <li>3. Implement the behavior support plan.</li> <li>4. Communicate specific behavioral expectations to students and create a progressive and fair discipline policy.</li> <li>5. Reduce the amount of office referrals for violent/ bullying behaviors.</li> </ol>	CHAMPS books, handouts and posters, workshops facilitated by Ventura County Office of Education and Oxnard School District.	Principal Assistant Principal ORC School Counselor Leadership Team	Office Referrals Teacher reports
Train Playground Supervisors, Cafeteria staff, and After school Program staff in Schoolwide Positive Behavior Support System that is founded in CHAMPS.	<ol style="list-style-type: none"> <li>1. Hold weekly meetings/training for campus supervisors.</li> <li>2. Invite all classified staff to trainings off site at Ventura County Office of Education.</li> <li>3. Ventura County Office of Education will have a workshop on campus for cafeteria staff and campus supervisors.</li> </ol>	CHAMPS books, handouts and posters.	Principal Assistant Principal ORC Counselor	Observations Meeting Agendas Office Referrals
Disseminate safe school plan to all stakeholders	Parent meetings to discuss safe school plan and schoolwide positive behavior. School rules and procedures are also documented in the school handbook. This is also published online at Curren School's website.	CHAMPS handouts and posters. Presentations will be done at general body PTA meetings and ELAC.	Principal Assistant Principal ORC	Agendas

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

Comprehensive School Safety Plan

**Opportunity for Improvement:**

Ensure the facility is in safe working order.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure the facility is in safe working order.	1) Conduct Monthly walk throughs for facility conditions. 2) Submit and monitor facility work orders	Safety Forms	Principal Lead Custodian	Walk through reports Work Orders
Communicate Safety Plans to the community	1) Disseminate safe school plan to all stakeholders via parent meetings	Safe School Plan Emergency Operations Plan	Principal	Agendas
Ensure a closed campus safe from intruders.	1)Threat assessment with OPD 2)Schedule monthly lock-down drills 3)Ensure gate locks are working and used.	SRO is available on call for support.	Principal Lead Custodian	Feedback from OPD

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency



Objectives	Action Steps	Resources	Lead Person	Evaluation
Students know what to do in case of emergency such as fire, earthquake, or lockdown.	1)Monthly Drills	Disaster Drill Handouts, fully equipped emergency backpacks	Principal Assistant Principal	Teacher reports
Communicate Safety Plans to the community	1) Disseminate safe school plan to all stakeholders via parent meetings	CHAMPS handouts and posters.	Principal	Agendas
Ensure emergency operations plan is implemented	1. Hold monthly disaster and emergency and lockdown drills . 2. Train Staff and Teachers on their responsibilities and stations during a disaster. Hold station drills twice a year. Hold an active shooter training with all staff.	Emergency Operations Plan, SRO	Principal Assistant Principal Safety /Disaster Committee	OPD Feedback

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Curren School K-8 Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS**

All students at Curren School will conduct themselves in a manner that is Safe, Responsible, and Respectful.

We want our students to develop a sense of values and to become:

- Caring Honest
- Responsible Well mannered and courteous
- Respectful Knowledgeable of right and wrong
- Fair Positive in outlook
- Compassionate Self-disciplined

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.

- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations of Students

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the pupil's behavior.
- Be respectful to all school staff.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

### Basic School Rules: We Are Safe, We Are Responsible, We Are Respectful

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.

- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

## **Conduct Code Procedures**

### **PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

### **GOALS**

We want our students to develop a sense of values and to become:

Caring

Honest

Responsible

Well mannered and courteous

Respectful

Knowledgeable of right and wrong

Fair

Positive in outlook

Compassionate

Self-disciplined

### **BELIEFS**

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

### **PHILOSOPHY**

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### **Expectations for Parents**

Assure that your child is in school and on time each day.

Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)

Be responsible for the pupil's behavior.

Be respectful to all school staff.

Teach the pupil respect for the law and the rights of others.

Visit your school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-discipline.

#### **Expectation for Teachers**

Provide learning experiences appropriate for each student.  
Consistently enforce classroom rules and district rules and policies.  
Communicate on a regular basis with parents concerning their child's progress.  
Be available to parents for conference.  
Continually improve professional competencies in matters of student control and discipline.  
Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.  
Consistently monitor classroom, school and district rules and policies.  
Counsel with students and parents regarding disciplinary matters.  
Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.  
Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care and consideration.  
Promptly obey school authorities without argument.  
Conserve and protect school and private property.  
Engage in activities without "body contact."  
Obey all school, playground, etc. rules.  
Use appropriate language.  
Follow district dress/uniform standards.  
Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others.  
Complete all assignments on time.  
Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (3) Willfully used force or violence upon the person of another, except in self-defense.
- r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
- u) Committed or attempted to commit robbery or extortion.
- v) Caused or attempted to cause damage to school property or private property.
- w) Stole or attempted to steal school property or private property.
- x) Possessed or used tobacco, or tobacco products.
- y) Committed an obscene act or engaged in habitual profanity or vulgarity.
- z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- aa) Disrupted school activities or otherwise willfully defied the valid authority
- bb) Knowingly received stolen school property or private property.
- cc) Possessed an imitation firearm.

- dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.  
 E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Possessing cellular telephones or electronic paging devices;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February, approved by the School Site Council, and updated on March 1st.

**Safety Plan Appendices**



**Emergency Contact Numbers**

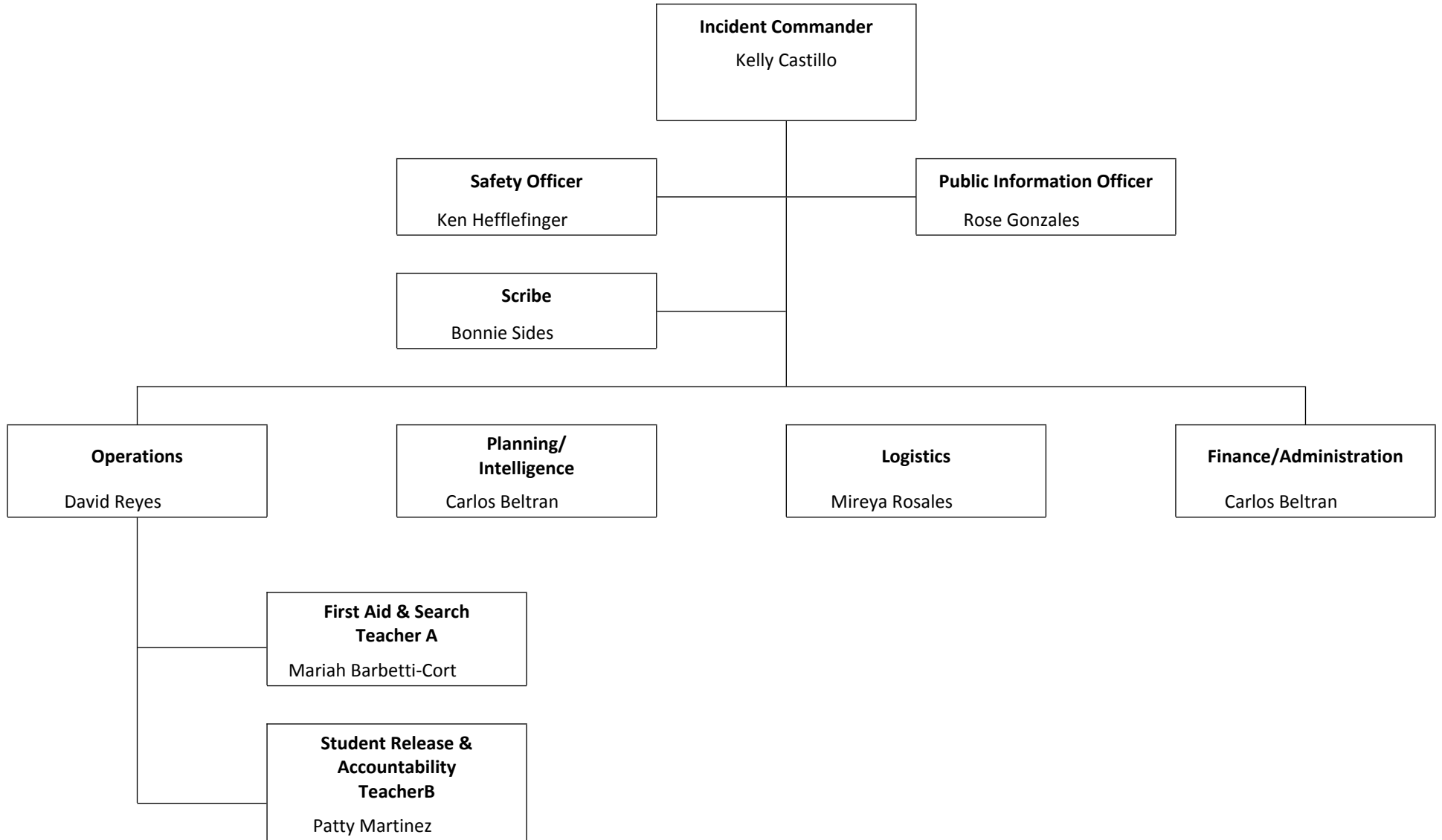
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Review plan with staff at SIP day.	August, 2016	Teachers were given procedure information at first staff meeting for campus visits, attendance, guests, and parent volunteers.
Review plan with School Site Council.	January 2017	Safety plan was reviewed 1/23/17.
Review plan with safety committee at each regularly scheduled meeting.	Bi-Monthly from September 2016-June 2017	Safety plan was further discussed in detail 12/8/16. Bulletin highlighting focus of staff meeting is attached. Chairman of committee and school administrator would meet in the office.
Annual plan update to be completed.	February Each Year	

**Curren School K-8 Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

- 1) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
- 2) Render first aid as necessary.
- 3) Take roll, complete Disaster Report, and report results to the incident commander.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present near, or on campus. If possible, the campus custodian may assist in securing the animal from becoming harm or hurt anyone. The animal may be confined to a secured area until it is removed from the campus by animal control

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

- 1) If you become aware of potentially hazardous release or accident, notify the office immediately. Render first aid as necessary.
- 2) If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - All students and staff are to remain indoors.
  - Turn off all heating and ventilation systems.
  - All windows should be closed.

### **PESTICIDE EXPOSURE (Pesticide Drift)**

- 1) Notify the office immediately.
- 2) Render First Aid if necessary.
- 3) Until ordered to evacuate, assume that a "shelter-in-place" strategy will be employed and do the following:
  - Direct all students and staff to remain indoors until it is safe or directed otherwise.
  - Direct all heating and ventilation systems (HVAC) to be shut down.
  - Direct all windows to be closed.
- 1) If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.

### **Bomb Threat/ Threat Of violence**

#### **BOMB THREAT**

- 1) The person receiving the threat should attempt to keep the caller on the phone, stall by saying "Sorry, I can't hear you", etc. Try not to cause concern on the part of your students. Pay close attention to the caller's words, voice, and any background noises. Ask the caller where the bomb is located, what it looks like, and when it going to explode.
- 2) Contact the office.
- 3) DO NOT use radios or cellular telephones.
- 4) If deemed necessary, incident commander will call for evacuation.
- 5) An organized search for the campus may be conducted under the direction of the principal or law enforcement agencies.
- 6) In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.

7) Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

## NUCLEAR ATTACK

This section assumes a nuclear detonation away from our area and our area is not affected by the blast itself. The main concern is radioactive fallout.

- 1) Shut down all heating and ventilation system.
- 2) Keep students in classrooms with their backs to the interior walls.
- 3) Take roll, complete Disaster Report, and report all missing students to the Incident Commander.
- 4) All personnel are to remain indoors unless performing duties as assigned.

## Bus Disaster

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### Procedure

#### Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.

5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

### **Disorderly Conduct**

- 1) Inform the office of the emergency situation.
- 2) Do not release students without authorization.
- 3) All students and staff are to remain in their respective classrooms and work areas.
- 4) Lock all doors and windows and close all window blinds or curtains. Avoid window areas.
- 5) When the emergency is over, all clear will be signaled.

### **Earthquake**

#### **A. INSIDE SCHOOL BUILDING:**

- 1) The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
- 2) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
- 3) Do not use telephones.
- 4) Implement action, "LEAVE BUILDING." Over intercom, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
- 5) Avoid touching electrical wires and metal objects such as chain link fences.
- 6) Render first aid if necessary.
- 7) Take roll and submit Disaster Report to incident commander.
- 8) The principal/designee is to establish a command post, assess damage, activate search team and activates the incident command system.
- 9) Activate a buddy system; determine needs of neighboring classrooms. Listen for directions when to report to stations.
- 10) Principal to request assistance through school district channels.
- 11) Notify the District Emergency Operations Center of any breaks in utility lines.
- 12) The superintendent/designee will determine the feasibility of closing the school, based on the report of the principal.

#### **B. IF OUTSIDE:**

- 1) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
- 2) The safest place is in the open. Stay there until the earthquake is over.
- 3) DO NOT RUN! Do "DROP –TAKE COVER."
- 4) Follow procedures 5 through 12 under "Inside School Building."

#### **C. HANDICAPPED STUDENTS:**

- 1) Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

- 1) DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.



- 2) If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
- 3) When directed, evacuate.
- 4) If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
- 5) Render first aid as necessary.
- 6) Teachers are to take roll, complete Disaster Report, and report missing students to the office.
- 7) If possible to fight small fires without endangering life, do so.

### **Fire in Surrounding Area**

- 1) Sound the school alarm and evacuate building.
- 2) Notify the office.
- 3) Assemble at the pre-designated area (refer to evacuation map).
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and ancillary rooms for staff and students.
- 7) If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so by using the fire extinguisher.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Teachers should take roll, complete Disaster Report, and report of missing students to the incident commander. No one should leave the area until instructed to do so.
- 10) In the event of a fire near the school, the principal shall determine what action is appropriate.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.

6) The principal may initiate the following emergency actions:

- Dismiss school.
- Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.

2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.

3. Determine if an evacuation is necessary.

4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.

5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.

2. Evaluate situation start first aid where possible

3. Notify the District Office

4. Establish a command post as needed

5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.

6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.

2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.

3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.

4. The Crisis Intervention Team will provide direct intervention services for students and staff.

5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.

6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

#### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

**Curren School**  
**2016-2017 School Year**  
**Teacher Info for First Days of School**

1. Collecting Required Student Forms:
  - a. You will receive the following to send home the first day of school:
    - i. **EMERGENCY Cards**
    - ii. **Signature Page**
    - iii. Student Handbooks
    - iv. Insurance Papers
    - v. Suspension Information
  - b. You only need to collect the EMERGENCY cards and the Signature Page. If Insurance forms are submitted please collect them too.
  - c. Submit your **complete** class set of Emergency Cards and Signature Pages (+ any insurance forms) with the check off list to Sara by **Friday August 26<sup>th</sup>**.
2. Important dates:
  - a. SIP day August 16<sup>th</sup>
  - b. Prep day August 17<sup>th</sup>
  - c. Back to School Night September 13<sup>th</sup>
  - d. Staff Meetings are EVERY Tuesday from 2:30pm to 3:45pm. Please make sure you make your appointments on other days and arrange for the necessary child care.
  - e. Spirit Days:
    - i. TUESDAYS are College Days! Wear your College Shirts!
    - ii. WEDNESDAYS are Club Days! Wear your Club T-shirts! (We will work to support each club with a T-shirt.)
    - iii. FRIDAYS are Cougar Pride Days! Wear your Curren Shirts or the Curren Colors of Blue and White! (New Curren Shirts and Sweatshirts will be available for order very soon!)
3. Weekly Bulletins are sent out every Thursday Evening. This is our primary mode of communication. Please take the time to read the bulletin. You are responsible for the information in the bulletin.

4. If you have any specific needs (Missing items, furniture, etc.) please add it to the list on clipboard in box on Kelly's door.
5. Morning Announcements:
  - a. All announcements will be made at 8:15am.
  - b. We are working to create a recorded news broadcast which may replace some of the morning announcements.
  - c. Our plan is to have announcements be student led by the 6-8 Students.
  - d. The initial plan of announcements is as follows, but it is subject to change:
    - i. Monday Mornings we will do our general announcement of events for the week. (2-3 minutes by Leadership Students)
    - ii. Tuesday Mornings we will do our College Trivia announcement (1-2 minutes by AVID students)
    - iii. Wednesday Mornings we will make any Club related announcements. (As clubs request by Club representatives)
    - iv. Friday Mornings we will announce our Cougar Paw drawing winners. (1-2 minutes)
6. Morning Line up Procedures:
  - a. For the first two days of school all parents will be admitted onto campus in the morning. The following week the campus will be closed. We will admit specific parents of extremely stressed and emotional students and kindergarten students for a few days.
  - b. K-5 Students will line up on the blacktop at a cone/sign that indicates teacher/room number. On the first day of school, Please meet your class at the first bell 8:05am. Every other day please meet your class in line at the second bell 8:10am.
  - c. 6-8 Students will be directed to enter the building and line up outside of class beginning at 7:50am.

7. Office Procedures:

- a. This year there will be one TA each period. We will be training this TA to deliver items to the classrooms. If a parent drops off an item the TA will deliver it to the classroom. We hope this will reduce classroom interruptions.

8. Cafeteria Procedures:

- a. 6-8 Students will use their ID cards or key in their ID number for lunch. They should be directed straight to the cafeteria to get their lunch. Students should not “hang out” for fifteen minutes and then go to the cafeteria to eat.
- b. K-5 classes please take lunch count first month of school.
- c. K-5 classes will be assigned the right or left door of the cafeteria. The class list will be posted on the cafeteria door. Your class will always line up at their assigned door.
- d. K-1 students will receive lunch cards. Please walk your class to the line.
- e. 2-5 students should be in ABC order in your class. ABC order is EXTREMELY important to keep the lines moving quickly!
- f. K students will eat inside every day. Students will sit by class.
- g. 1-5 students will alternate their seating assignment weekly (Inside/Outside). Students will sit with their class when seated inside.

9. Attendance Procedures:

- a. 6-8 Attendance must be taken within the first five minutes of EVERY period. If you have not taken attendance for a specific period, please expect that we will be interrupting your class to have you take attendance for that period.
- b. K-5 Attendance must be taken first thing in the morning. If you have not taken attendance by 8:30am please expect that we will be interrupting your class to have you take your attendance.
- c. The first week of school we will be entering your classroom to take a head count. You do not need to stop teaching.

10. Supply Requests:

- a. Basic supplies and any special requests made at the end of the year were delivered to your classroom.
- b. To request supplies please complete a supply request (available in the staff lounge) and submit to Sara or Isabel in the office.

11. Laminator:

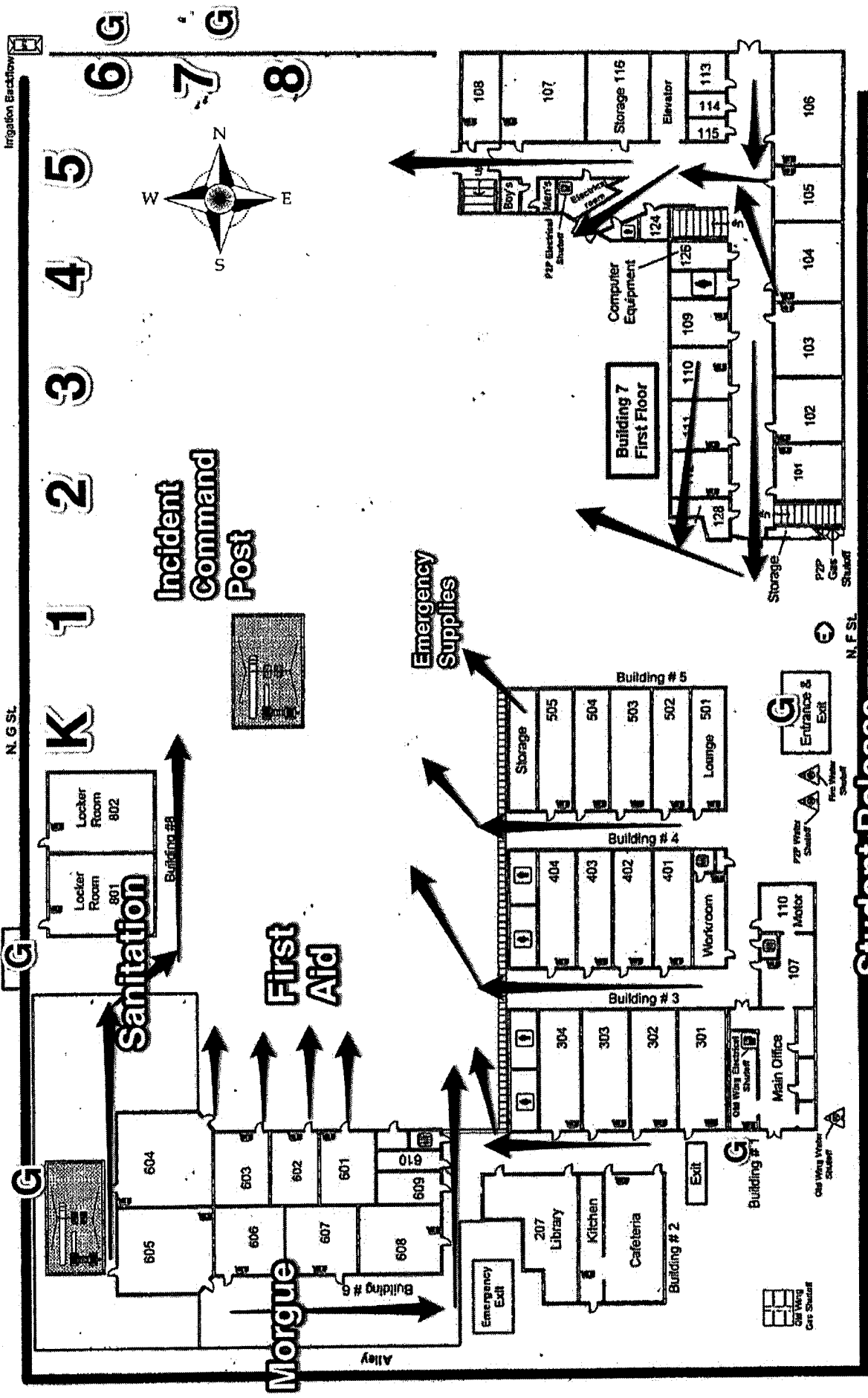
- a. We have one laminator for the use of all teachers at school. Laminators are delicate but easy to learn to use.
- b. If you would like to use the laminator this year, there is a short training on Wednesday morning at 8:30 in the Laminator Workroom at the end of building 4.

12. We are here to help and support you. It can be a very busy and crazy time in the office, so please be patient with us. If you have something urgent you need, please don't hesitate to ask for it! If it is not critical or can wait a few days, we appreciate that as well! 😊--Your Office Team

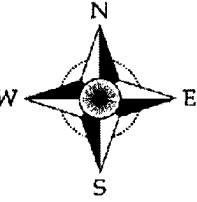


Curren School Site Council 2016-2017  
**Junta del Concilio Escolar 2016-2017**  
Monday, January 23, 2017 @ 2:45 p.m. (Conference Room)  
**Lunes, 23 de enero, 2017 @ 2:45 p.m. (salón de conferencia)**

- I. Call the meeting to order (**Llamar la junta al orden**)
- II. Role call of members (**Pasar lista de los miembros**)
- III. Approval of Agenda (**Aprobacion de la Agenda**)  
Moved (fue movida):  
Seconded (secundada):  
Vote (votacion):
- IV. Approval of Minutes (**Aprobacion de las Minutas**)  
Moved (fue movida):  
Seconded (secundada):  
Vote (votacion):
- V. Report of committees/officers/principal (**Reporte del comité/oficiales/directora**)
  - A. ELAC/DELAC report (**Reporte de ELAC/DELAC**)
  - B. Principal's Report (**Reporte de la directora**)
    - 1. Safe and Civil Schools **Escuelas Seguras y Civiles**
    - 2. Planning a Tech Safety Parent Night **Planeando entrenamiento de seguridad de tecnologia.**
    - 3. Data Presentation **Presentacion de datos**
- VI. Public Comment (**Comentario Público**)
- VII. Action Items (**Artículos de Acción**)
  - A. Safety Plan (**Plan de seguridad**)  
Moved (fue movida):  
Seconded (secundada):  
Discussion:  
Vote (votacion):
- VIII. Future Agenda Items (**Asuntos para Agendas Proximas**)
- IX. New Business (**Nuevos asuntos**)
  - A. Date/Time of next meeting (**Fecha y hora de la próxima junta**)
- X. Adjournment-**(Despedida)**



**Student Release**



Irrigation Backflow

N. G. St.

N. F. St.

G

G

K

1

2

3

4

5

6

7

8

**Incident Command Post**

**Sanitation**

**First Aid**

**Morgue**

**Emergency Supplies**

**Building 7 First Floor**

**Building # 5**

**Building # 4**

**Building # 3**

**Building # 2**

**Entrance & Exit**

**Emergency Exit**

**Exit**

Old Wing Water Shut-off  
Old Wing Gas Shut-off  
Old Wing Electrical Shut-off

P2P Water Shutoff  
P2P Gas Shutoff  
P2P Electrical Shutoff

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## CURREN'S CURRENT EVENTS for the Week of: 12/5/16 – 12/9/16

### *Announcements*

**CHAMPs target behavior for the week:** No stomping or whistling in the hallways and stairwells. Students are expected to walk calmly and appropriately to their destination. Students are to keep their hands and feet to themselves, keep their voices between 0-2, use appropriate language on acceptable topics. Personal items such as cell phones, headphones, pokemon cards, shopkins, etc. should not be out on campus. These items can be taken to the office and picked up parents at the end of the school day.

**Kelly's Musing:** We have had a number of incidents occurring recently regarding students making poor decisions which put their emotional and physical well-being at risk. Please take some time to remind students about the Safe, Responsible, and Respectful ideas. This is a model they can live by. Let's really encourage our students to stop and think about their actions and reflect whether a particular action is safe, responsible, and respectful for themselves and others. We want our students to learn compassion and care for themselves and others .

### **Reading Update:**

- If you would like assistance developing a reading wall, please let Lisa Contreras know. She is more than happy to help you develop the wall in the classroom. This trimester we are aiming to have all classrooms have a posted reading wall.
- We have some new classes on our top ten board this week! Way to go! ☺

**AR TOP CLASSES for the week (Remember, we monitor progress towards goal for your class. So everyone can compete! Motivate your kiddos!) Rankings are here!**

1 – Rodriguez 6, 32.0%	6 – Felix, 18.8%
2 – DLI – 2B, 22.7%	7 – Cochrane, 16.0%
3 – Lopez, 21.8%	8 – Carrier, 15.3%
4 – Hefflefinger, 19.6%	9 – Kutcher, 14.8%
5 – Gonzales, 19.1%	10 – DLI – 2A, 14.8%

### **Announcements:**

- 6-8 Dance will be Thursday December 15<sup>th</sup> after school. Teacher chaperones are welcome. ☺ Thank you to Ms. Barbetti-Cort for coordinating this!
- Winter Program will be Wednesday December 13<sup>th</sup> at 6pm. Thank you to Ms. Siebers for coordinating this!
- Attached is an article on grading I had shared with some already. It's a great quick read and really makes you think about grading and our uses of grading both individually and as school/district/state.

### **Kelly's Kudos for the week:**

- **David Reyes:** I had the pleasure of observing Mr. Reyes tackle many of our current heavy political issues with his 7<sup>th</sup> grade Social Studies class. He did an exceptional job engaging the

students in a healthy discussion and allowed them the opportunity to explore their personal thoughts and feelings based on what they consider to be important rights in society. Well done!

- **Bonnie Sides:** During Ms. Side's math instruction it was evident to see true Common Core Math in action. Students were engaged in complex, real world math problems and it was truly heartwarming to see them attacking the difficult questions and work as a group to develop strategies and discover answers! The organized structure of her math groups along with the instruction and motivation she had provided created an exceptional and engaging learning environment for ALL students in the room! Great Work!
- **Eva Aguila:** Ms. Aguila stepped in to fill Sara Lopez's pregnancy absence and it seems like she has always known the job! She is a pleasure to work with in the office, and works well with all Curren Team members and parents. And on top of it all, Ms. Aguila was the catalyst behind the office "Mannequin Challenge"! Check us out on Twitter! 😊

### *Eating Schedule*

#### Inside

- 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>
- Kindergarten
- 6-8 by choice

#### Outside

- 2<sup>nd</sup>, 4<sup>th</sup>
- 6-8 by choice

### *6-8 Advisory Suggested Topics/Activities*

- **Grade Review!**
- **READ, READ, READ**

### *Weekly Schedule*

#### Friday 12/2

- **School Spirit Day! Wear your Curren T-Shirt or Curren colors of Blue and White!**
- **Snacks: K & 1<sup>st</sup> Grades**
- **K/1<sup>st</sup> Awards Assembly - Cafeteria - 8:15 a.m. - 8:45 a.m.**
- **4<sup>th</sup>/5<sup>th</sup> Awards Assembly - Cafeteria - 9:00 a.m. - 9:30 a.m.**
- **2<sup>nd</sup>/3<sup>rd</sup> Awards Assembly - Cafeteria - 10:00 a.m. - 10:30 a.m.**
- Clubs/Afterschool Activities:
  - Ayala's Coding/Homework/Reading at 2:30 p.m.
  - Club Live at 2:30 p.m.

#### Monday 12/5

- **Kelly Meeting with OUHSD — 8:00 a.m. - 12:30 p.m.**
- **Special Ed Team Meeting – Room 214 – 2:30 p.m. – 3:00 p.m.**
- Clubs/Afterschool Activities:
  - Afterschool Reading Club at 2:20 p.m.
  - Art with Ms. Ranck at 2:30 p.m.
  - Ayala's Coding/Homework/Reading at 2:30 p.m.
  - K - 5<sup>th</sup> Grade Choir at 2:30 p.m.

## **Tuesday 12/6**

- **College Day! Wear your college gear!**
- **Campus Supervisor Meeting – 8:15 a.m. – 8:45 a.m.**
- **Office Meeting – Kelly’s office – 9:00 a.m. – 9:30 a.m.**
- **COST Meeting – Conference Table – 10:00 a.m. – 11:00 a.m.**
- **Staff meeting– K-2<sup>nd</sup> = Room 212, 3<sup>rd</sup>-5<sup>th</sup> = Room 210, 6<sup>th</sup>-8<sup>th</sup> = Room 201 – 2:30 p.m. – 3:30 p.m.**
- **Clubs/Afterschool Activities:**
  - 6<sup>th</sup> – 8<sup>th</sup> Grade Choir at 2:30 p.m.
  - Ayala’s Coding/Homework/Reading at 2:30 p.m.
  - Dance Club at 2:30 p.m.
  - Film Club at 12:13 p.m.
  - Reading Club at 2:20 p.m.

## **Wednesday 12/7**

- **Club Day! Wear your club T-shirts (AVID, Earth Keepers, etc.)**
- **All Day IEP’s – Conference Room – 7:30 a.m. – 3:30 p.m.**
- **Clubs/Afterschool Activities:**
  - 5<sup>th</sup> Grade Math Club at 2:25 p.m.
  - Afterschool Reading Club 2:20 p.m.
  - Ayala’s Coding/Homework/Reading at 2:30 p.m.
  - Earthkeeper’s at 2:30 p.m.
  - Film Club at 12:13 p.m.
  - Media/Technology Club at 2:45 p.m.
  - Mrs. Piszczek’s Tutoring at 2:30 p.m.
  - Mrs. Ranck’s Art Club at 2:30 p.m.

## **Thursday 12/8**

- **Clubs/Afterschool Activities:**
  - 5<sup>th</sup> Grade Math Tutoring at 2:30 p.m.
  - Afterschool Reading Club at 2:20 p.m.
  - AVID at 2:30 p.m.
  - Ayala’s Coding/Homework/Reading at 2:30 p.m.
  - Dance Club at 2:30 p.m.
  - Earth Keepers Club at 2:30 p.m.
  - Service Club at 2:30 p.m.

## **Friday 12/9**

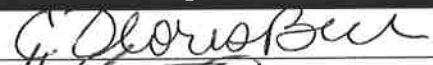



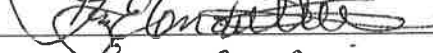

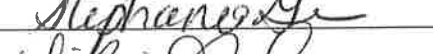

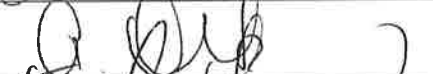
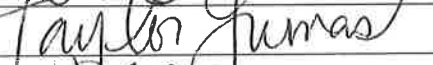

- **School Spirit Day! Wear your Curren T-Shirt or Curren colors of Blue and White!**
- **Snacks: 2<sup>nd</sup> and 3<sup>rd</sup> Grade**
- **Coffee with the Principal – Cafeteria – 8:30 a.m. – 9:30 a.m.**
- **Clubs/Afterschool Activities:**
  - Ayala’s Coding/Homework/Reading at 2:30 p.m.
  - Club Live at 2:30 p.m.

# Comprehensive School Safety Plan SB 187 Compliance Document

**2016-2017  
School Year**

**School:** James Driffill Elementary School  
**CDS Code:** 56725386055271  
**District:** Oxnard School District  
**Address:** 910 South E Street  
 Oxnard, California 93030  
**Date of Adoption:** February 1, 2017

**Approved by:**

Name	Title	Signature	Date
Carol A. Flores Beck	Principal		1-10-17
Gilbert Elizarraraz	Assistant Principal		1-10-17
Monica Arias-Melgoza	Classified Representative		1/10/17
Allison Wilder	Kinder Representative		1/11/17
Luz Patino	Primary Representative		1-11-17
Esperanza Solis	After School Representative		1-11-17
Stephanie Gankas	Upper Grade Representative		1-11-17
Liliana Medrano	Middle School Representative		1-11-17
Angelica Ortiz	Special Education Representative		1-11-17
Taylor Lumas	Academic Coach		1-11-17
John Mora	Oxnard Police Department		1-10-17

Name	Title	Signature	Date
Sarah Lepe	Assistant Principal	<i>Sarah Lepe</i>	1/11/17
Esmeralda Guzman	School Site Council Representative	<i>Esmeralda Guzman</i>	1-11-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at James Driffill Elementary School's office.

### **Safety Plan Vision**

At Driffill Elementary School, we believe all students deserve an education that incorporates a comprehensive curriculum, requiring critical thinking and the use of educational technology, where a safe environment, safety and climate are regularly addressed and reviewed. We believe students should be actively involved in a respectful, caring, safe and cohesive educational community.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **James Driffill Elementary School Safety Committee**

Carol Flores Beck, Principal  
Sarah Lepe, Assistant Principal  
Gilbert Elizarraraz, Assistant Principal  
Taylor Lumas, Literacy Coach  
Allison Wilder, Kinder Representative  
Luz Patiño, Primary Representative  
Esperanza Solis, After School Representative  
Stephanie Gankas, Upper Grade Representative  
Liliana Medrano, Middle School Representative  
Angelica Ortiz, Special Education Representative  
Monica Arias-Melgoza, Classified Representative  
Officer John Mora, Oxnard Police Department  
Esmeralda Guzman, School Site Council Representative

### **Assessment of School Safety**

The School Resource Officer from the Oxnard Police Department with the principal conducted a security inspection of the campus and made recommendations which were addressed by school personnel. A major consideration was to close the campus to all adults before school in the morning. This recommendation was reviewed and approved by School Site Council, ELAC, Leadership, and staff. This policy will be reviewed annually.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

Any safety issues are reported by staff to administration and are handled by the Lead Custodian or through work orders to the district office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws and parking regulations.

The Safety Committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes. Input is provided by our different parent groups: ELAC, Café Con Padres, School Site Council and PTA.

The monthly safety checks also provide information about any necessary changes. In addition, the Lead Custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders to the district office.

Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

In order to ensure that students engage in safe behavior, the school utilizes CHAMPS and provides new teachers the opportunity to be trained. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. A progressive system of discipline is applied when the expectations are not adhered to as part of Positive Behavior Intervention.

Security has been increased by adding additional playground supervisors. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in, and obtaining a visitor's badge. All visitors who are signing out students are required to show a valid I.D. and be listed as an approved adult for checkout.

Security cameras have also been installed for the safety of the school campus when students are not in session.

Driffill conducts an annual inventory of emergency equipment and replaces supplies as needed, including emergency buckets and emergency classroom backpacks. Our Emergency Operation Plan and School Safety Plans are reviewed annually.

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), “District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.”

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff’s Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency.”

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school or shall be required to prepare himself for the schoolroom before entering.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. All students at Driffill will be held to the school dress code policy. Students who violate the dress code policy can call parents or guardians to resolve the issue.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board of education policies.

Gang-related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus. There must be at least five inches between the bottom of a student's shorts and the top of their socks. Clothing should not be of an extreme size, should not sag, and must fit the student appropriately. Gang affiliation with sports teams and colors is also inappropriate for school. (Education Code 35294.1)

1. Shoes must be worn at all times. Sandals must have heel straps. Flip Flops or backless shoes are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice or professional sports teams.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts should not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Students may not wear clothing or hairstyles that will be disruptive to the educational process.

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

##### **SCHOOL HOURS**



The regular student day is from 8:10 a.m. to 2:38 pm. Kindergarten hours are from 8:15 - 1:32, Grades 1-5 8:15-2:25 and Grades 6-8 8:10 - 2:38. Parents dropping students off at school are made aware that supervision IS NOT available before 7:40 am. School office hours are 7:30 a.m. to 4:00 p.m. Starting this school year, Driffill K-8 is now a closed campus and parents are not allowed on the campus at the beginning of the school day and have special directions for dismissal. Every Sunday the principal, through Connect Ed., sends a phone message to all parents updating them with the weekly calendar and any changes for ingress and egress throughout the week.

Once arriving at school, students are to immediately come onto the campus and move to their line-up area. Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.

All gates are locked after the bell and are not opened again until dismissal. Pre-School and Kindergarten entrances and exits have specific times due to construction. These gates may change based on on-going construction.

All parents who have school business must enter through the main office located on 9th and E Streets. Parents are required to check in and out while on campus during school hours. Parents are discouraged from going directly to classrooms. Parents with strollers cannot go up the staircases and must have special permission to use the elevator. Parents signing their students out for the day must be an adult, 18 years or older, show a valid picture I.D. and be on the emergency card.

Students not participating in after school activities are to leave campus immediately by leaving with parents, walking or riding a bus. Loitering is prohibited. Students whose parents fail to pick them up after school are walked to the office and parents are called. Parents are then requested to sign students out.

Due to construction families are encouraged to listen to all Connect Ed. messages. These messages may have updated information in regards to gates and parking that are available.

#### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

##### **Component:**

Positive School Climate:

At Driffill School we have high expectations for all students, parents, and staff. Classrooms, playground, and all school activities follow positive behavior standards and rules with appropriate social expectations. Driffill School implements and supports a Positive Behavior Intervention System (PBIS).

##### **Element:**

School-Wide Positive Behavior Support:

We review all school rules with students and parents during class time, discipline assemblies, review of CHAMPS, at parent meetings, and at Back to School Night. An advisory period has been added to the Middle School curriculum to review PBIS expectations. Safety drills are conducted on a regular basis. These drills are reviewed with our School Resource Officer (SRO) and in collaboration with teachers and administration to ensure an effective ongoing safety plan. The SRO/OPD is available when called upon.

##### **Opportunity for Improvement:**

Site bases Response (see examples below):

We meet regularly to review and document the safety events and provide appropriate training.

Information is provided to parents, students, and staff.

Anti-Bullying campaign established this school year with October focusing on strategies and awareness of bullying issues and interventions. An ongoing t-shirt campaign to remind and support students with hate crime type scenarios. Students are being taught about cyber-bullying and digital citizenship.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Schedule regular safety drills.	Select a monthly date. Provide staff with safety drill handouts	School Calendar Meet with SRO Handouts	Principal, Assistant Principals and staff	Submit District Safety Summary Forms
2) Review on-going safety procedures.	Assemblies Classroom Lessons Parent Meetings	School Calendar SRO Handouts Safety Plan	Safety Committee	Yearly Safe School Plan Update
3) Train Staff and implement CHAMPS	Assemblies Daily Implementation Team Leads	Teachers CHAMPS Handouts Posters CHAMPS Trainings	Principal, Assistant Principals and Staff	Classroom Walk-Thru weekly meeting feedback Referrals made to the office data
4) Work with School Resource Officer (SRO).	Drills Meetings	Oxnard Police Department	Principal, Assistant Principals, SRO, and Staff	Regular Visits Safety Drill Documents
5) Support Staff With Classroom Progressive Discipline	Provide Classroom Progressive Discipline	Progressive Discipline List/Chart	Principal, Assistant Principal, and counselor	Feedback from Staff Feedback from Parents
6) Provide opportunities for staff to receive an EpiPen Training	Train staff with EpiPen Training	District Nurse Training	Principal, Assistant Principals, and School Officer Manager	Certification of Completion
7) Increase attendance and decrease student tardies	Revise Attendance incentive Program	Current Incentive Program ORC School Funding	ORC	Staff Feedback Student and Parent Feedback

**Component:**

School's Safe Physical Environment:

Driffill School is currently under modernization and expects to continue with construction of the kindergarten building, cafeteria/MPR, additional classrooms, and playground until completion.

**Element:**

Safe School Environment:

Additional playground supervision continues to monitor parking lots, additional student population, locker and bathrooms, and non-traditional entrance/exit gates.

Provided on-going construction updates to students, parents and staff through general meetings and Connect Ed.

Initiate closed campus with the 2016-2017 school year

**Opportunity for Improvement:**

Site Based Response (see examples below):

Provide regular updates through meetings, power point presentations and pictures via Twitter, Facebook, Instagram, and our school webpage.

Open completed portions of the project in a timely manner.

Continue to receive, relate and address community concerns.  
Provide updated information via social media.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Update all safety and evacuation plans to include all grades PreK - 8	Create new plans, evacuation maps, and instruct staff and students on new information	New Evacuation Plan and Maps	Principal, Assistant Principals, Teachers, and Support Staff	Plan and handouts
2) Provide up to date information via social media in regards to school safety and other school activities.	Social Media updates	Social Media	Principal, Assistant Principals, and Teachers	News online
3) Provide ongoing construction updates to parents and teachers	Regularly at scheduled meetings	Agendas and minutes	Principal and Assistant Principals	Agendas and minutes
4) Keeping the changing environment safe	Updated information notes and Connect Ed messages to staff and parents	Connect Ed	Principal, Assistant Principals, District Personnel, and Staff	Notes and Connect Ed messages

**Component:**

Disaster Preparedness:

At Driffill School we have developed a complete Disaster Preparedness Plan. We have reviewed it with our staff and at different parent meetings: ELAC, Café Con Padres and School Site Council. Our goal is to make sure that students and staff are safe at all times and that there is a plan in place when any unfortunate situation may occur.

**Element:**

School Safety:

We have developed our plan as a team and have reviewed all the components. Safety materials and bags have been purchased and upgraded as we have become a TK-8 school. All key players know their position and roles in case of a disaster/emergency.

**Opportunity for Improvement:**

Site based response (see examples below):

Provide regular updates and review at meetings.

Continue to receive, relate, and address all community concerns.

Train all personnel as needed.

Purchase materials as needed to replenish supplies after use.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Write and update our plan yearly.	Meet yearly to update the school safety plan.	Place item on all parent meeting agendas. Meet with leadership and safety committee.	Principal, Assistant Principals, and staff	Submit Safety Plan for Board Approval.
2) Review with all stakeholders - students, parents, and staff.	Establish meetings and timelines with the different stakeholders to review and get input for the updated plan.	Place item on all stakeholders agendas.	Principal and Assistant Principals	All agendas are online for review.
3) Train new staff and provide for the need to update certifications.	Enroll staff in training that is needed.	Enroll Staff as needed for different trainings and certificate programs.	Principal, Assistant Principals, and staff	List of those who are trained and certified.
4) Work with the District to get on-going and new directives to link the District to the Site Plans.	Attend all meetings as scheduled.	Review all notes and emails from the District.	District Office, HR, Principal, Assistant Principals, and staff	Completed Safety Plan aligned to the District's plan.
5) All staff to be FEMA certified.	All staff to take online test.	Refer staff to HR for online log-ins and passwords.	Principal and Assistant Principals	Submit certifications to HR.

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**James Driffill Elementary School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents, other school staff, and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS**

We want our students to develop a sense of values and to become:

- Caring            Honest
- Responsible    Well mannered and courteous
- Respectful      Knowledgeable of right and wrong
- Fair            Positive in outlook
- Compassionate    Self-disciplined

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards, and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

- Promote knowledge and teach behavior which will help each student become self-respecting, successful and college/ready contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations of Students

- Attend school regularly and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

### Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition, and sleep).
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conferences.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.

- Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns, and Consequences:

Student conduct, which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior, or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement. as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in the act of bullying including but not limited to bullying by means of an electronic act.
- t) Aided or abetted in the attempted or infliction of physical injury to another. Expel only when connected to (a).

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

#### Expulsion Recommendations – Education Code

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915 (a) (1)

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of a knife, or other dangerous object, of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (D) Robbery or extortion.
- (E) Assault or battery upon any school employee.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance.
- (4) Committing or attempting to commit a sexual assault or battery.
- (5) Possession of an explosive.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, going to, or coming from a school-sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices during times when use is not allowed or to cause a disturbance.
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school-sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

Consequences

After rules are taught, students may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or by telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements

Incentives are used to promote exemplary student conduct.

## SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES

Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

## EVALUATION AND FEEDBACK METHODS

Summary

The staff, School Site Council, and the principal will review the school rules and discipline program. These groups will consider the impact of the school-wide recognition programs and their effectiveness. The number of discipline referrals and suspensions will be reviewed. All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety.

**Conduct Code Procedures**

Rules and regulations are reviewed with all students and parents at the beginning of each school year and upon the return of each significant break.

Students not following rules are referred to the office.

Parents are notified.

Behavior Plan is implemented through: Tier 1 teacher interventions, Conferences, Counseling, Parenting classes, referrals to outside agencies, Behavior Contracts, CHAMPS, Suspension, and Expulsion.

**(J) Hate Crime Reporting Procedures and Policies**

Oxnard School District Board Policy 5145.9- Hate-Motivated Behavior

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.



**Safety Plan Review, Evaluation and Amendment Procedures**

At Driffill School, the Leadership Team, ELAC, Café Con Padres, Staff, School Site Council, and School Safety Committee meet throughout the school year to review and update the School Safety Plan.

## Safety Plan Appendices

**Emergency Contact Numbers**

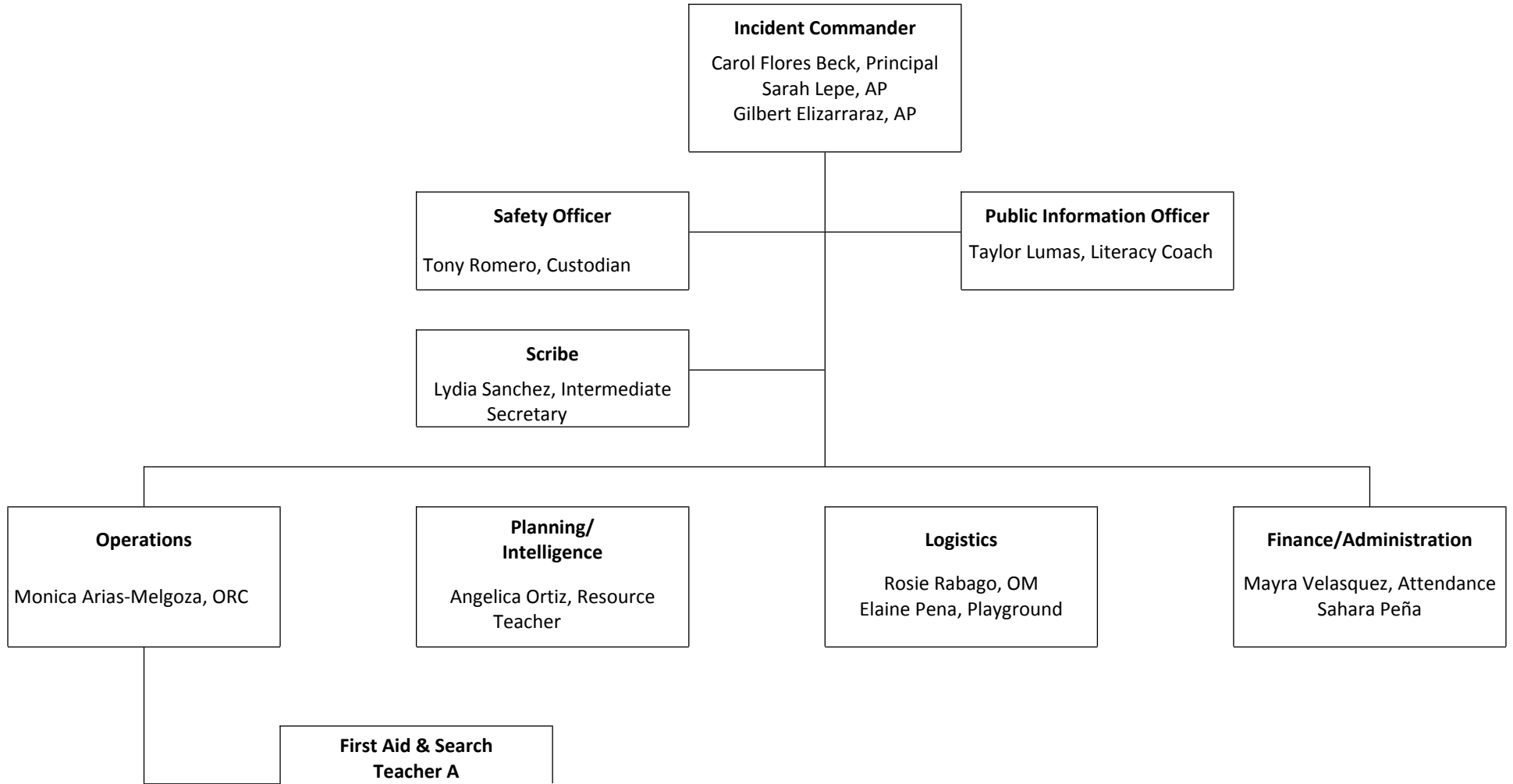
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Oxnard Police Department	911 from a land line;1-805-486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Oxnard Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	1-805-654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1-800-427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. John's Hospital	1-805-988-2500	
Local Hospitals	Ventura County Medical Center	1-805-652-6000	
Local Hospitals	Community Memorial Hospital	1-805-652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
August- review plan with staff. Review plan with safety committee at each regularly scheduled meeting. January- review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.	January 24, 2017 at 2:30	
Present information to parents at ELAC for input and approval	December 2, 2016 at 8:30	Agendas to be attached
Present information to parents at Café Con Padres for input.	February 7, 2017 at 5:30	
Present information to parents at School Site Council for input and approval	January 30, 2017 at 2:40	
Present information to staff at regular Tuesday meeting for input and approval	January 24, 2017 at 2:40	

**James Driffill Elementary School Incident Command System**



Phil Bullard  
Michelle Styring  
Taylor Lumas  
Francesca Magana  
Tony Reyes  
Katie Tunin  
Steven Williams

**Student Release &  
Accountability  
TeacherB**

Gilbert Elizarraraz  
Alejandro Barron  
Mayra Velasquez  
Elaine Herrera  
Jose Carranza  
Roberta Tapia  
Christine Hernandez  
Laura Cornish  
Kinder Teachers not on duty

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management, Planning and Intelligence, Operations, Logistics and Finance and Administration.

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District/site will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.



## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present, near, and/or on campus. If possible, the campus custodian may assist in securing the animal from becoming harmed or hurt anyone. The animal may be confined to a secured area until it is removed from the campus by animal control.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - a) Direct all students and staff to remain indoors.
  - b) Direct all heating and ventilation systems to be shut down.
  - c) Direct that all windows be closed.

### **XVI. PESTICIDE EXPOSURE (Pesticide Drift)**

1. The principal will notify the Superintendent immediately.
2. Notify the Ventura County Agriculture Commission (805) 647-5931. Request an inspector be sent to the site immediately. If the Agricultural Commissioner's Office is closed (normal hours are 6:30 AM to 3:00 PM) call 911.
3. Notify all on campus After School/Day Care providers.
4. Notify all employees including Crossing Guards and volunteers.
5. Render first aid if necessary.
6. Until ordered to evacuate, assume that a shelter-in-place strategy will be employed and do the following:
  7. Direct all students and staff to remain indoors until it is safe or directed otherwise.
  8. Direct all heating and ventilation systems (HVAC) to be shut down.
  9. Direct all windows to be closed.
10. Establish Command Post and implement the Incident Command System
11. As word of the incident spreads, be prepared to release students to parents or guardians.

12. Release students ONLY to a person listed on the emergency card.
13. Contact Environmental Health Department at 654-2811 to gain their assistance in handling the emergency and so that they may put local physicians on alert for possible chemical exposure treatment.
14. Contact the Fire Department for possible Hazardous Materials Team deployment.
15. The decision to evacuate the site will be made by the Superintendent or his designee based on the recommendations of the principal and/or by competent civil authority.
16. If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.
17. Should the event occur at the start of the school day, notify the following of the emergency:
  - a) District Office
  - b) Facilities and Transportation
    - 1) To alert bus drivers / crossing guards
    - 2) Check safety of students at any affected bus stops and popular walking route to/from school.
  - c) Police department
18. If contamination is present after the school day, the district will notify after-school users holding permits (youth athletic teams, scout groups, community classes, etc.) of possible concern.

#### District Notification Requirements:

As soon as possible, after the immediate emergency has been controlled, the District/Site will contact the following:

1. Adjacent or nearby schools.
2. All other users of the campus, including after school clubs, scout groups, athletic teams, ROPs and Child Development Centers.
3. As much as possible, ideally on the day of the event, the District will supply parents/staff with the following information:
4. Chemical involved, including how much and when the drift occurred.
5. Possible symptoms and effects to be monitored with the suggestion that the child be seen by their physician if any symptoms occur. The physician should be advised by the parent of a possible chemical exposure.
6. Mitigating actions (showering, bagging of clothing, etc.).
7. Statement of campus safety.

#### Post Event Cleanup /Safety Procedures:

1. In most cases, a wash-down of playground equipment, outdoor tables, railings, pillars, doors, and drinking fountains with soap and water and a thorough rinsing will suffice. In some cases, steam and/or a high-pressure hose will also be effective. Ensure that run-off from the washing process does not contaminate playgrounds or other areas of the campus.
2. If indoor areas are exposed, soap and water are generally the preferred method to clean tables, counter tops and sinks.
3. Classroom animals should be monitored for any adverse effects.
4. All HVAC filters are to be changed.
5. Evaluate potentially contaminated material on the grounds (leafy debris, play sand, bark chips) for possible cleaning or removal.

#### Prior Notification:

The district and/or the principal shall notify all parents of the school by taking the following actions:

1. Post a notice at a central location on the outside of the school immediately after the district and/or principal receives notification of the pesticide application.
2. Place copies of the notice in the front office.
3. Send a written notice home to parents immediately after notification is received by the district and/or principal. ConnectEd will be used for communication purposes as well. Both the written notice and the posted notice shall include all information known by the district and/or principal, pertaining to the pesticide application, i.e. the chemical, the amount of the chemical, the timing of the application, and the method of application.
4. Requests must be made to the grower that all spraying be done outside of school hours, preferably during weekends, holidays and vacations when schools and fields are not in use.
5. All windows and doors are to be closed and locked.
6. All heating, ventilation and air conditioning systems (HVAC) are to be shut down.
7. Playground equipment/surfacing material (sand and/or bark) and outdoor tables are to be covered with tarpaulins.
8. Outdoor drinking fountains are to be covered with plastic.
9. All school/classroom animals are to be removed to safe areas.

After application:

1. Remove all tarpaulins and plastic covers.
2. Tarpaulins are to be cleaned and plastic discarded.
3. Wash down all playground equipment, outdoor tables and drinking fountains.
4. Monitor the site for any conditions which will require mitigation and respond accordingly.

For example, area of "standing water" should be removed or covered with clean sand. The principal will coordinate with Facilities and Operations and the District Office to assure that appropriate resources are available.

5. Refer to Post Event Clean-up Safety Procedures above for possible further actions.

## **Bomb Threat/ Threat Of violence**

### **IX. BOMB THREAT**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/Principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the Principal and the law enforcement agencies/Principal give the all clear to return back to school/classes.

### **Nuclear Attack**

This section assumes a nuclear detonation away from our area and our area not affected by the blast itself. The main concern is radioactive fallout.

1. Establish a Command Post and implement the Incident Command System. Establish communications with the District Office.
2. Direct the Facilities Unit to begin locating food and water.
3. Assign personnel to begin protecting each building containing people from fallout. Place all objects possible between the blast area and your location. Any object you can utilize for this purpose will be beneficial.
4. Shut down all heating and ventilation systems.
5. Keep students in classrooms with their backs to the interior walls.
6. Take roll and report missing students to the Principal.
7. All personnel are to remain indoors unless performing duties as assigned.
8. Upon receiving the "all clear" release students.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.

2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will notify the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

#### Disorderly Conduct

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 385-1501
3. Inform teachers and staff of the emergency situation. If necessary, signal a “Lockdown”.
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: driver's license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

#### Earthquake

##### A. INSIDE SCHOOL BUILDING:

1. The teacher, or staff member in authority, will implement action, “DUCK , COVER AND HOLD.” Stay inside building until the shaking stops.
2. Try to avoid glass, falling objects, areas where there are large panels of glass, and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, “LEAVE BUILDING” (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.

8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

**B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

**C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. **DO NOT RUN!** Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

**D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees, issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

**E. STUDENTS WITH DISABILITIES:**

1. Students with disabilities may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each disabled student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

**Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

**Fire in Surrounding Area**

**A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.

8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The Principal will recommend to the Superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the Principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The Principal will recommend to the Superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the Principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsa.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The Principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation and initiate aid as needed.
3. Notify the District Office.
4. Establish a command post as needed.
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

#### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.

6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

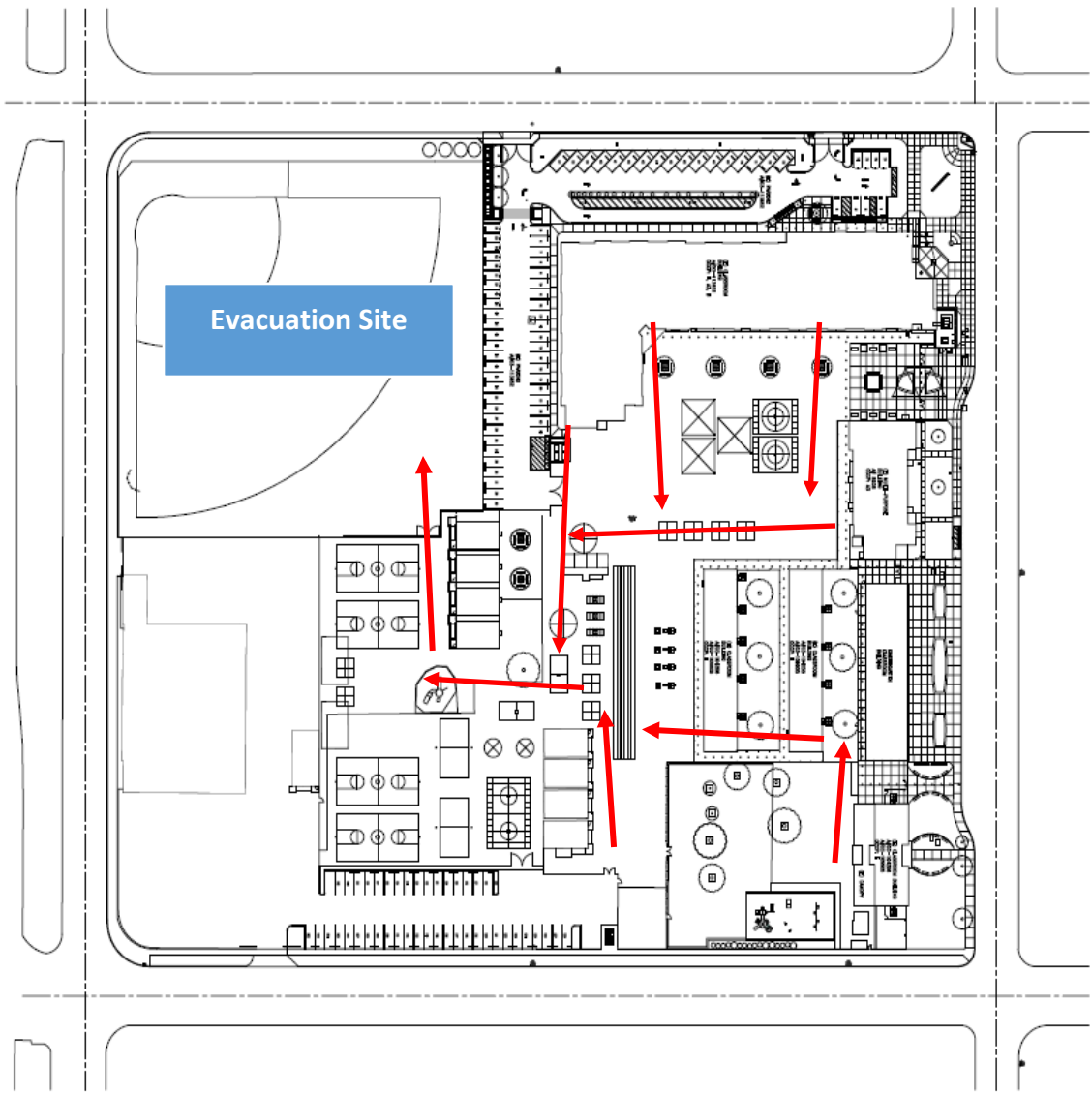
**Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.



## Emergency Evacuation Map

SITE PLAN

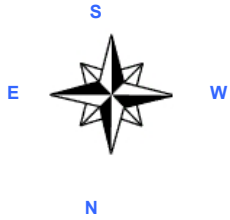


Evacuation Site

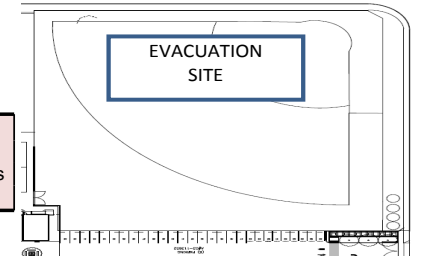
# DRIFILL SCHOOL

WOOLEY SREET

2016-2017



Motor Room 1210	GIRLS LOCKER ROOM 1209	BOYS Locker Room 1208	PE Classroom Tunin/Williams 1207
--------------------	---------------------------	--------------------------	-------------------------------------



NFL 1501	McMillan 1 TBE 1502	Cobian 1 TBE 1503	Gutierrez Kinder 1504
-------------	---------------------------	-------------------------	-----------------------------

Desales 2 601	Patiño 2 TBE 602	Rodriguez 2 TBE 603	Gonzales 2 604	custodian 605	608 607 606
---------------------	------------------------	---------------------------	----------------------	------------------	-------------------

Espinoza K SEI 702	Perris K SEI 702	Lopez 1 SEI 703	Arceo 1 SEI 704	705	706	707
--------------------------	------------------------	-----------------------	-----------------------	-----	-----	-----

Pre K 1401	TK SEI Jimenez 1402	Valerio 1301
---------------	---------------------------	-----------------

K-DUAL Wilder 901	K-DUAL Moncayo 902
-------------------------	--------------------------

Wilder      Moncayo

Under Construction until 2015				STORAGE
KINDER 801	KINDER 802	KINDER 803	KINDER 804	

1507
1508
1509
1510

Lasley 216	LaRaia 215	Gankus 214	Magana, F. 213
Stor.219 Heaton 217	Carey 218	Boy's RR	DATA 221
2nd Floor		Girl's RR	Reyes 212
		Woman's RR	Styring 211
		Men's RR	Prentice 210
Segovia 224	Nosan-SDC 5-7208	Orozco 7 209	
Perez 7 206	C.Medrano8-207		
L.Medrano 8 204	Jeworski-ELA 205		
Federman 7 202	puttumukkalla 7 Sc 203		
Valdes 8 200	Gonzales 8th 201		

Ortiz 121	Torres 120	Velasquez 119	Solis 118
Stor.133 Carranza 122	Cornish 123		Cordone 117
		Girl's RR	Soto 116
		Custodian 128	Zegers 115
		Tupou SDC 3-5 114	Alcantar 113
		Duran 111	Escobar SDC K-2 112
		Ontiveros 110	Teacher Workroom and Administrative Offices
		Library 109	

\*\*Counselor in the cafeteria office  
\*\* Jason in the stage office

214	Cafeteria - 201
213	
209	

NINTH STREET

## 2016-2017 Projected Classroom Needs

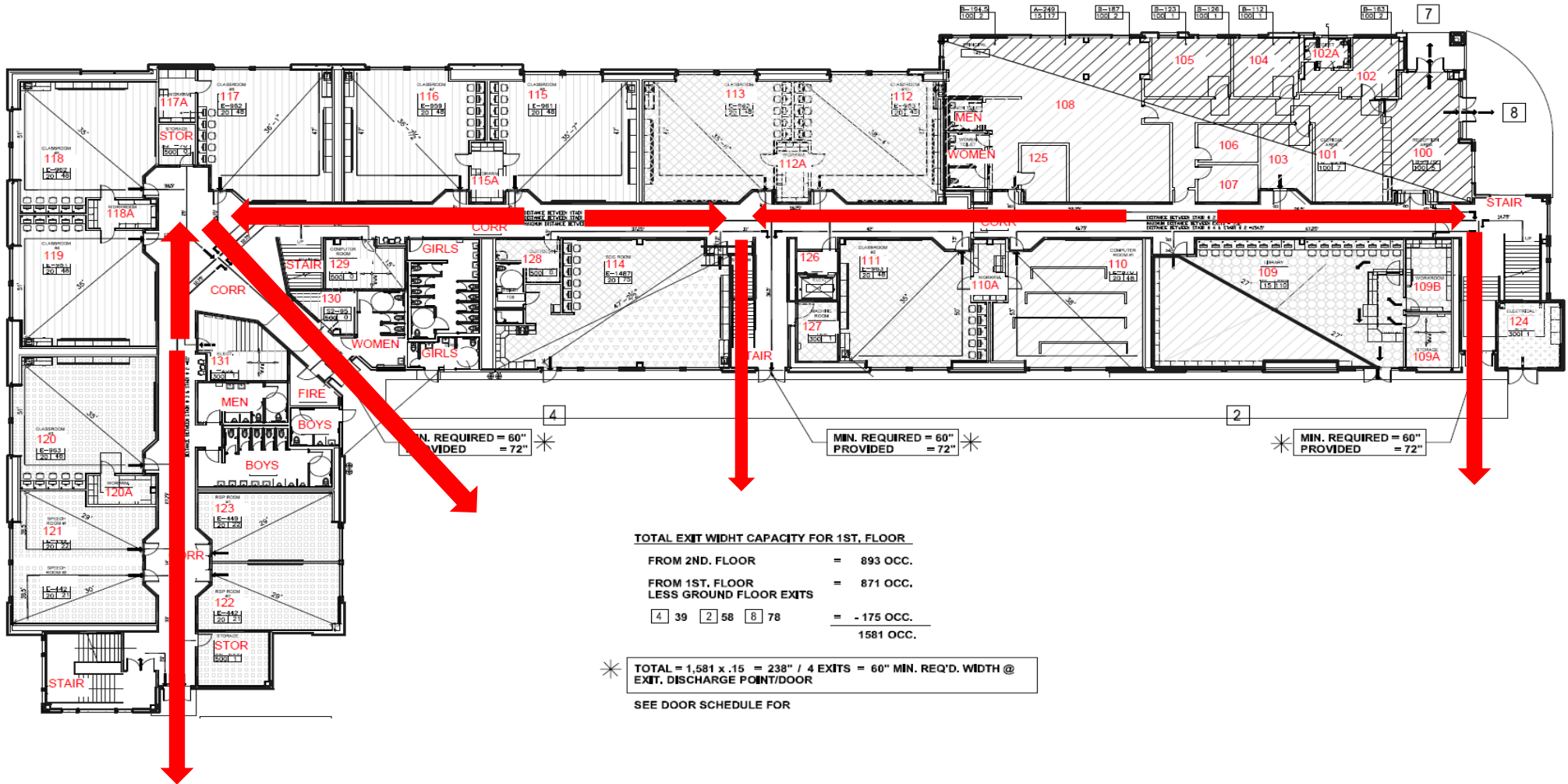
TK/Kinder - 4 or 5
First - 5
Second - 5

Third - 4
Fourth - 5
Fifth - 4
Sixth - 4

SDC - 3
Seventh/Eighth - 9
Special Ed Support Staff - 4 1/2
ISP/ Kinder Support

"E" STREET

# DRIFFILL 1<sup>ST</sup> FLOOR EMERGENCY EVACUATION PLAN



MIN. REQUIRED = 60"  
PROVIDED = 72" \*

MIN. REQUIRED = 60"  
PROVIDED = 72" \*

MIN. REQUIRED = 60"  
PROVIDED = 72" \*

**TOTAL EXIT WIDTH CAPACITY FOR 1ST. FLOOR**

FROM 2ND. FLOOR	=	893 OCC.
FROM 1ST. FLOOR LESS GROUND FLOOR EXITS	=	871 OCC.
<span style="border: 1px solid black; padding: 2px;">4</span> 39 <span style="border: 1px solid black; padding: 2px;">2</span> 58 <span style="border: 1px solid black; padding: 2px;">8</span> 78	=	- 175 OCC.
		1581 OCC.

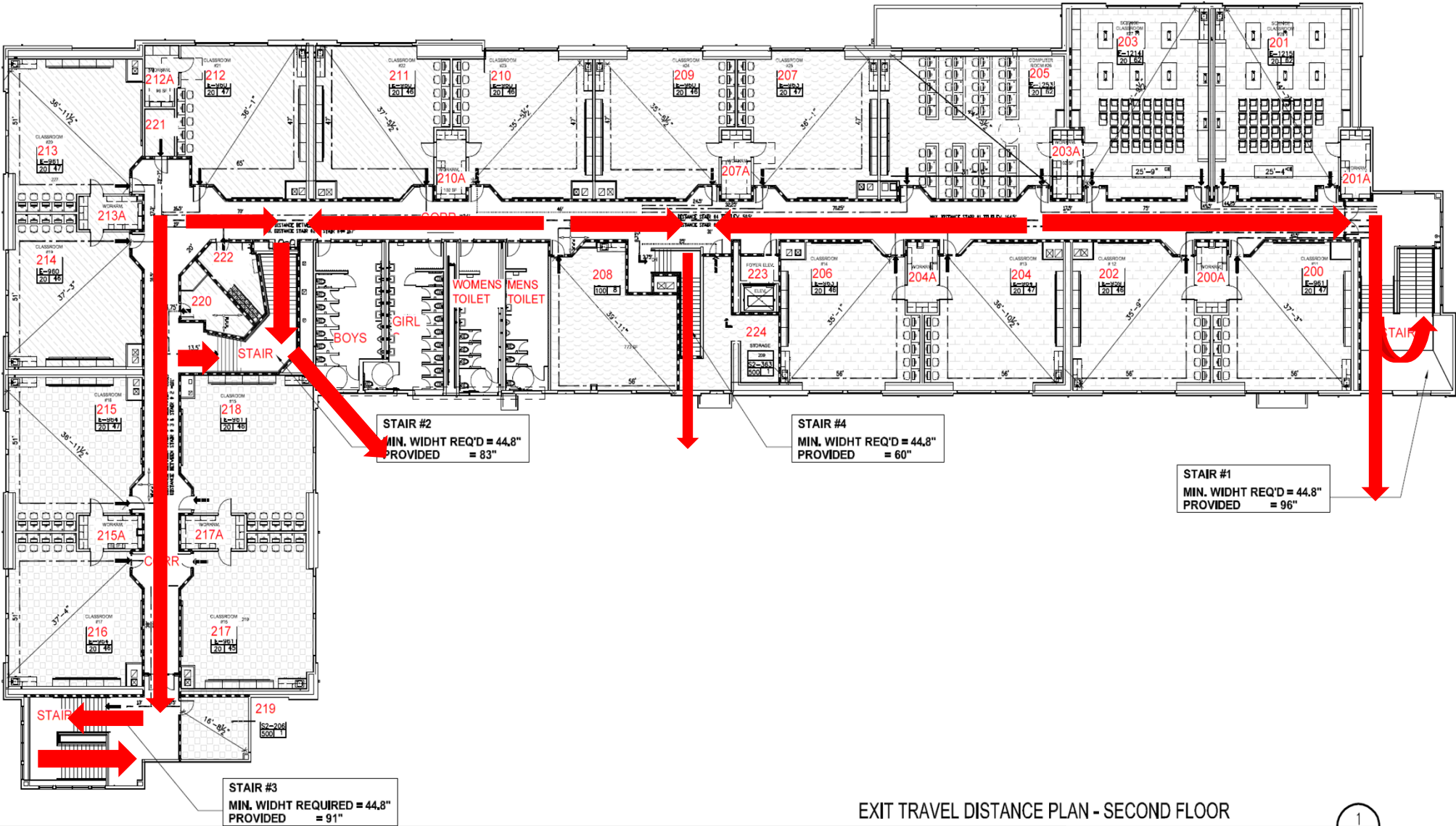
\* TOTAL = 1,581 x .15 = 238" / 4 EXITS = 60" MIN. REQ'D. WIDTH @ EXIT, DISCHARGE POINT/DOOR

SEE DOOR SCHEDULE FOR

# Drifill

## 2<sup>nd</sup> Floor

### EMERGENCY EVACUATION PLAN



EXIT TRAVEL DISTANCE PLAN - SECOND FLOOR

SCALE: N.T.S



# DRIFFILL

E Street

Wooley Road

Wooley Road

Styring

Prentice

Magana

Reyes

Goultumukkala  
(Segovia)

Perez

Federman

Valdez

Medrano, L

Jerowski

Orozco  
(Ms. Medina)

Medrano, C

Gonzalez  
(Ms. Medina)

1

PE  
Williams/Tunin  
Bullard

FIRST AID



Command Post  
Center

LaRaia, Lasley, Carey  
& Gankas

1

Davidovics/ Ortiz

6

Heaton, Solis, Torres,  
Cardone &  
Velasquez

7

Tupou/Ortiz

15

Desales, Patino,  
Aguilera, & Gonzalez

9

Alcantar, Mcmillan,  
Arceo, & Lopez,  
Gutierrez, Cobian

13/14

Escobar

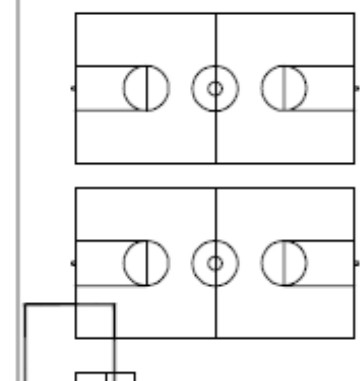
Wilder, Moncayo,  
Espinoza, Perris,  
Jimenez, & Valerio



NO Entrance

EMERGENCY  
SUPPLIES

MORGUE












# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Elm Street Elementary School  
**CDS Code:** 56725386055289  
**District:** Oxnard School District  
**Address:** 450 E. Elm Street  
 Oxnard, CA 93033

**Date of Adoption:**  
*January 23, 2017*

**Approved by:**

Name	Title	Signature	Date
Leticia Ramos	Principal		1.27.17
Pedro Rodriguez	School Resource Officer		1-27-17
Michael Stalvey	School Site Council Chair		1-27-17
Maritza Gutierrez	Outreach Specialist		1.27.17
Veronica Garcia	Counselor		1/27/2017
Carolanne Monis	Instructional Coach		1/27/2017
Corina Saturnino	Teacher		1-27-17
Veronica Hernandez	Office Manager		1-27-17
Ruben Tirado	Lead Custodian		1-27-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Elm Street Elementary School 's office.

### **Safety Plan Vision**

Elm Street School Mission - To insure that all students receive a high quality education from fully qualified teachers who use scientifically based researched practices when teaching because Every Learner Matters.

Elm Street School Vision - To establish and maintain a safe, professional learning community where educators use data to drive instruction, collaborate towards common goals, and work with parents, students, and community members toward becoming lifelong learners.

Staff members at Elm Street School commit to the following:

- Educate with intensity, a positive attitude, and enthusiasm with respect for students, parents, each other, and self
- Set data driven goals with high expectations for all
- Communicate and collaborate as a member of a team, being open to new ideas and reflecting on our practices
- Ensure all students have access to the curriculum
- Ensure that all students achieve grade level standards
- Maintain a safe and environmentally responsible campus

We also realize that in order to provide students with a successful and safe learning environment, we must implement a comprehensive safe school plan. This plan focuses on implementing a safe school curriculum with an emphasis on good moral character development, social skills, and camaraderie/good-fellowship. We are actively continuing the implementation of our comprehensive school-wide discipline system, CHAMPS, for the 2016-2017 school year.

It is the goal of all staff at Elm Street School to provide a nurturing, safe, and secure learning environment for all students, staff, families, and community.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Elm Street Elementary School Safety Committee**

Leticia Ramos, Principal  
Pedro Rodriguez, School Resource Officer  
Veronica Garcia, Counselor  
Maritza Gutierrez, Outreach Specialist  
Carolanne Monis, Instructional Coach  
Michael Stalvey, Teacher  
Christine Finney, Teacher  
Corina Saturnino, Teacher  
Nena Lucero, Teacher  
Veronica Hernandez, Office Manager  
Ruben Tirado, Lead Custodian

### **Assessment of School Safety**

Students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others. Classroom doors are locked at all times. Our school is implementing fire and evacuation drills once a month, earthquake drills quarterly, and lockdown drills twice a year. Additionally, the SRO conducted a security inspection of the campus with the Principal at the beginning of the year. The SRO was present for whole school evacuation drill. Monitoring and providing support. Furthermore, Risk Management from DO conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made. Also, the Lead custodian and the principal conduct monthly safety inspections and submit a report to the DO. Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office.

After reviewing current policies and procedures in place at Elm Street School with our School Resource Officer and the district's Risk Management Department, it was determined by the School Safety Committee that the following areas need to be addressed:

- Behavioral Expectations
- Discipline and Consequences
- Internal Security Procedures
- Ingress/Egress Routes

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The following strategies were discussed to address the needs of the School Safety Assessment:

- Drills

The Lead Custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders to the district office.

Additionally, the SRO from OPD regularly attends lockdown drills scheduled by school staff to ensure that procedures are followed properly, providing feedback to Principal which then debriefs with staff and does necessary changes. Furthermore, monthly fire drills, quarterly earthquake drills, and annual lockdown drills are conducted.

- Traffic/ Safety Enforcement and Communication:

Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns. The principal communicates with the community via meetings, letters, and connect-ed phone messaging system regarding reminders for safety and traffic regulations. The site safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

- Repairs

Minor repairs are made immediately through the lead custodian or work orders placed through the District Office. Major changes may need to go through a process involving input from stakeholders which include the school's leadership team, safety committee, staff, and parent groups.

- Behavioral Expectations/Discipline and Consequences:

In order to ensure that students engage in safe behavior the school implements CHAMPS positive behavior support program. We are in full implementation of the CHAMPS Behavior Management System for the 2016-2017 school year here at Elm Street School. We are confident that this system will continue to provide school-wide behavioral expectations, as well as discipline and consequences for all students in grades K through 5th. We have developed school-wide rules for the cafeteria, office, restrooms, hallways, library, computer lab, and assemblies. CHAMPS also has a classroom component that allows teachers the flexibility to use the spirit of CHAMPS in their classrooms, while customizing the specific rules of each teacher/class. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Consequences are applied when the expectations are not adhered to.

- Emergency Supplies:

We conduct an annual inventory of emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks. The Emergency Operations Plan is updated annually and we have first aid supplies and a search and rescue plan in place.

- Information/Awareness

Through the district, staff are trained in the Emergency Operations Plan. The safety committee meets regularly to review all safety and security procedures and makes any necessary recommendations and changes.

- Internal Security Procedures/Student Security-Closed Campus:

We have dedicated many hours of preparation and training to developing a response to emergency situations. We have worked with our School Safety Officer (SRO) and the local police department to review and practice current lockdown procedures. We have decided that practicing these lockdown procedures at minimum of two times a year will prepare students and staff for this emergency situation. We also discuss fire drills and continue to implement evacuation route/gathering area where the entire student body can be monitored at the same time. It was also decided that monthly drills will keep us aware of any situations that may arise. As a staff we have also reviewed procedures for earthquakes and other natural disasters that may or may not require evacuation. We have also reviewed procedures for sign-in and identification of both district and non-district personnel sighted on campus before, during, and after school. They are asked what their needs are and given a visitor's pass so they may access the area of campus they need. Elm School is a closed campus. All individuals, parents, guests, and visitors are to sign-in at the school office upon arrival on site. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID.

- Ingress/Egress Routes-

Security measures are implemented by having a closed campus. It was decided by staff that designated ingress and egress routes continue and a closed campus also continue to be implemented. The school site opens Gisler gate from 7:30-8:00 a.m. to allow students access at the beginning of the school day; ingress. The front office will also be available at this time to allow parents access to campus after they have signed in and received a visitor's badge. Buses will drop off students at the Fir gate during this time. The same access points will be available during egress, from 2:10-2:25 pm. At Elm, we have seven campus supervisors assigned to supervising and monitoring students before school, during recesses, lunches, and after school for the safety of all students.

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor

or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency.”

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.
- B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.
- D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.
- F. Emergency Announcements will be provided on the following radio stations.

**AM Radio Stations:**

- Ventura: KVTA 1520
- Los Angeles: KNX 1070
- Spanish: KTRO 1520

**FM Radio Stations:**

- Ventura: KHAY 100.7
- Los Angeles: KBIG 104.3
- Oxnard: KCAQ105

**Disaster Plan (See Appendix C-F)**

**Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

## **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

### **STUDENT DUE PROCESS**

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

### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

### **GROUNDINGS FOR SUSPENSION AND EXPULSION**

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.

- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)



The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### **PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION**

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

Prohibition Against Retaliatory Behavior: The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process."

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

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Gang-Related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1).

**Elm Street School Dress Policy:**

All students at Elm Street School will be held to Elm Street School's dress code policy. Students who violate the dress policy will be requested to fix inappropriate clothing, call home to have proper clothing items brought to school, or change into loaners. Parents can be called at home or work to bring appropriate clothing to school and have student change, to adhere to the school's dress code policy. The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

The following will be strictly adhered to:

1. Students may not wear clothing or hairstyles that will be disruptive to the educational process.
2. Close toed shoes must be worn at all times. No sandals or thongs allowed for safety. Parents will be notified of exceptions ie. special school events such as promotion event.
3. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bare drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
4. Hats, caps, and other head coverings shall not be worn indoors.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
6. Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be work.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Parents will be notified of exceptions ie. special school events.
8. Shirts should be tucked in and the seat of pants cannot sag. Oversized clothing is inappropriate and must not create a safety hazard during physical activity.
9. Metal accessories and jewelry that present a hazard to health and safety are prohibited.

Exceptions to the dress code can only be made for medical, health reasons, and/or religious beliefs.

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Elm School is a closed campus. All gates which provide access to the classrooms and other rooms, except the school office, remain locked during regular school hours. Staff continuously monitors the safety of students upon arrival, dismissal, at the bus stops, and throughout the day following established routines and procedures. All visitors to the campus must check in at the office, sign in, and obtain a visitor's badge.

**Safe Ingress** - All students will arrive at school before the first bell (7:55 a.m.) and dropped off at Gisler gate or the Fir gate bus drop area if students receive bus transportation. In the event that a student arrives tardy to school, the students must enter through the school office, check in with office personnel, and obtain an excused/unexcused tardy slip before going to their assigned classroom. A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse. When a student is absent, the Parent/Guardian needs to notify the school through a written note or phone call to the school office within 72 hours of the absence. Excused absences include illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member. Truancies include being absent from school without the knowledge and consent of the parent/guardian/school or leaving the school grounds during the day and/or staying out of class without permission.

Elm School is a closed campus thus all visitors must sign in at the school office and receive a visitor's pass before entering school campus. If any school personnel notices an unidentified person on campus without proper identification or visitor's pass, they must report it immediately to the school office. Parents dropping off students at school should be aware that there is no supervision available before 7:30 a.m. The school office hours are from 7:30 a.m. to 4:00 p.m.

**Safe Egress**- All students will be dismissed at Gisler gate by teachers at designated dismissal time, with teacher/staff supervision. Students receiving bus transportation are picked up at the Fir gate school bus area with staff supervision. Parents/Guardians are required to stop at office to sign-out their child if leaving early. Adults signing students out must be on the emergency card and be 18 years of age. Students are not to loiter outside campus gates. In case of emergencies, all staff will follow the appropriate evacuation procedures as listed in the Safe School Handbook. Teachers must be aware of all students that take school transportation and follow the schedule.

There is an Oxnard Police Department crossing guard at Elm St. and Gisler Ave. to ensure the safety of students walking to and from school.

In order to ensure the safety and well-being of students, Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes. Additionally, Parents/Guardians are responsible to provide the school with legal and/or custodial documents regarding a student. The legal documents will be filed with the student's Emergency Card, and will be followed accordingly.

The Safety Committee continuously assesses the needs of the school in regards to the safe ingress and egress of students, staff, and parents, and makes recommendations to make any changes to improve campus safety.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

In order to provide students with a successful learning environment, we must implement a safe school plan with an emphasis on good moral character development, social skills, and good-fellowship. As of January 2017 all staff has been trained in CHAMPS for full implementation of CHAMPS at Elm School. We will work together to implement a consistent positive behavior support program that is reinforced on a daily basis.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Implement the techniques learned from CHAMPS to provide a safe and positive school environment.	Elm School staff and students shall complete CHAMPS training and implement the program throughout the school year.	<ul style="list-style-type: none"> <li>• CHAMPS behavior system</li> <li>• Posters to support CHAMPS</li> <li>• CHAMPS professional development for staff</li> <li>• Behavior Assemblies for students</li> </ul>	Principal Counselor ORC Instructional Coach Teachers Psychologist Speech Therapist	<ul style="list-style-type: none"> <li>• Review of discipline referrals</li> <li>• Classroom visits and observation of student behavior</li> <li>• Meetings with safety committee</li> <li>• Staff Meetings and Feedback</li> </ul>
2) Reduce the amount of office referrals for violent, bullying, verbal, and physical behavior.	Elm School will identify and share effective classroom bullying strategies and practices to more effectively handle such behavior. Develop an anti-bullying campaign.	Anti-Bullying Campaign Anti-Bullying T-Shirts CHAMPS	Counselor ORC Principal Teachers	<ul style="list-style-type: none"> <li>• Review of discipline referrals</li> <li>• Meetings with safety committee</li> <li>• Staff meetings</li> <li>• Anti-Bullying Assemblies</li> </ul>
3) Staff, in partnership with the district, school counselor, and ORC, will develop resiliency strategies to use with students in order to make a positive impact in the lives of students.	Strategies in regards to learning positive values, social competencies, and positive self-identity will be developed and implemented by staff.	Positive Behavior Support through CHAMPS and Cultural Proficiency Outreach Counselor Counselor Local Agencies (New Dawn, VCBH)	Principal Counselor ORC Psychologist	<ul style="list-style-type: none"> <li>• Review of discipline referrals</li> <li>• Reduction of CoST and SST referrals</li> <li>• Staff feedback</li> </ul>

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

We are committed to reaching the needs of all our students. By meeting the diverse needs of our students we will educate, challenge, and empower our students to behave as productive members of our community and help maintain a safe environment for all.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Staff, students, and parents will work together to build a sense of community within the school and community at large.	Staff shall practice a code of ethics that embraces Cultural Proficiency. Staff will work with parents and students in a way that affirms universal human values, such as respect, honesty, and equity.	Continue Cultural Proficiency training Outreach Counselor	Principal Counselor ORC Teachers	<ul style="list-style-type: none"> <li>• Staff feedback</li> <li>• Parent feedback</li> <li>• Monitoring of behavior referrals</li> <li>• Classroom visits and observations</li> </ul>
2) Elm School shall have visible staff and parental presence.	Elm administration will encourage staff and parents to be visible when in route to and from school.	Staff Campus Assistants Visitor Sign-in Logs and Visitor Tags Safety Plan	Principal Safety Committee	<ul style="list-style-type: none"> <li>• Monitoring by Staff</li> <li>• Staff feedback</li> <li>• Parent Feedback</li> <li>• Record of Safety Committee Meetings</li> </ul>
3) Elm School will survey staff and 5th grade students through the use of the California Healthy Kids Survey (CHKS) and use results to identify safety issues.	Elm School will participate in the California Healthy Kids Survey by administering survey to staff and 5th grade students.	California Healthy Kids Surveys and Data Results	Principal Counselor ORC	<ul style="list-style-type: none"> <li>• Review of CHKS Data</li> <li>• Staff Feedback</li> </ul>
4) Elm School will continue to work with staff, parents, community members, SRO, and with OPD personnel to create a crime-free and safe school community.	Elm School will establish a safety committee which shall include the Principal, staff, and resource school officer. Safety Committee will report out to all staff, parents, and community members.	SRO CHAMPS Training Lockdown Information Guides Evacuation Maps Connect Ed Safety Plan	Principal Counselor ORC Safety Committee	<ul style="list-style-type: none"> <li>• Parent Feedback</li> <li>• Staff Feedback</li> <li>• Monitoring of Behavior Referrals</li> <li>• Record of Meetings</li> <li>• Record of Communication</li> </ul>

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ongoing review of safety plan and professional development. We will continue to conduct practice drills and debrief with staff to review and reflect on procedures.

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Develop a school-wide procedure for locking of school entrances on a daily basis to ensure proper lockdown procedures.	Hold meetings to discuss current procedures and possible new procedures. Hold meetings to train all staff on new protocol/s.	Meeting Venue Computer Safety Plan and Handouts	Principal SRO Office Staff Custodial Staff Safety Committee	<ul style="list-style-type: none"> <li>• Debriefing of Drills with staff</li> <li>• Staff Feedback</li> <li>• Monitoring and Observation of Drills</li> </ul>
2) Develop a school-wide procedure for identifying non-school personnel sighted on campus before, during, and after school.	Hold meetings to discuss current procedures and possible new procedures. Hold meetings to train all staff on new protocol/s. .	Meeting Venue Computer Staff Meetings Visitor Sing-In Log and Visitor Tags	Principal SRO Office Staff Custodial Staff Safety Committee	<ul style="list-style-type: none"> <li>• Daily Campus Monitoring</li> <li>• Record of Meetings with Safety Committee</li> </ul>
3) Work with Oxnard Police Department (OPD) and community to create a safe and crime-free community.	Safety Committee will meet with OPD and community members to discuss school and community issues to decide how to work together to provide solutions for any issues.	Meeting Venue Computer SRO Safety Plan Safety Committee	Principal Safety Committee	<ul style="list-style-type: none"> <li>• Record of safety meetings</li> <li>• Safety Committee and Staff feedback</li> <li>• Daily Campus Monitoring by Staff</li> </ul>
4) Train all staff on all proper emergency response procedures and their responsibilities during a disaster such as lockdowns, evacuation, fire, and earthquake drills, student disturbance, bomb threat, hostage situation, utility failure, flood/tidal wave/prolonged rain, terrorist attack, and nuclear attack.	Hold meetings and training throughout the year for all staff on emergency procedures in relation to lockdowns, fire drills, earthquakes, evacuation, and other natural disasters.	FEMA courses Training manuals	District Office Safety Committee Principal	<ul style="list-style-type: none"> <li>• Staff review and feedback on safety procedures</li> <li>• Record of safety meetings</li> <li>• Debriefing of Drills</li> </ul>
5) Hold emergency drills regularly.	Elm School will hold monthly fire drills, quarterly earthquake and evacuation drills, and two lockdown drills during the school year.	Oxnard Police Department Oxnard School District SRO Lockdown Drill Handouts	Principal Safety Committee	<ul style="list-style-type: none"> <li>• Debriefing of Drills</li> <li>• Monitoring and Observation of drills</li> </ul>

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Elm Street Elementary School Student Conduct Code**

**PURPOSE:**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The School uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

## GOALS:

We want our students to develop a sense of values and to become:

Caring Honest

Responsible Well mannered and courteous

Respectful Knowledgeable of right and wrong

Fair Positive in outlook

Compassionate Self-disciplined

## BELIEFS:

We believe our rules and procedures will,

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY:

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations of Students:

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

### Expectations for Parents:

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

### Expectation for Teachers:

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators:

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.



- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without “body contact.”
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others’ right to learn.

#### Students May Be Disciplined for the Following Reasons/Grounds for Suspension and Expulsion:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (3) Willfully used force or violence upon the person of another, except in self-defense.
  - r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - u) Committed or attempted to commit robbery or extortion.
  - v) Caused or attempted to cause damage to school property or private property.
  - w) Stole or attempted to steal school property or private property.
  - x) Possessed or used tobacco, or tobacco products.
  - y) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - aa) Disrupted school activities or otherwise willfully defied the valid authority
  - bb) Knowingly received stolen school property or private property.
  - cc) Possessed an imitation firearm.
  - dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Possessing -cellular telephones or electronic paging devices;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

Consequences:

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements:

Incentives are used to promote exemplary student conduct.

## **Conduct Code Procedures**

### **SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES**

#### **Expectations:**

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The plan is reviewed in February, approved by the School Site Council, and updated on March 1st.

The school site leadership team, staff, School Site Council, Safety Committee, School Resource Officer, and the Principal will review the three components annually. These groups will consider the impact of the components and their effectiveness in student safety and behavior. All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety. If at any time a staff member, community member, or Safety Committee member feels that the plan needs to be amended, the following process will be followed:

1. Safety Committee will be convened to discuss issues
2. Changes will be proposed
3. Proposed changes will need to be reviewed and approved by School Site Council
4. Amendments will be made

**Safety Plan Appendices**

**Emergency Contact Numbers**

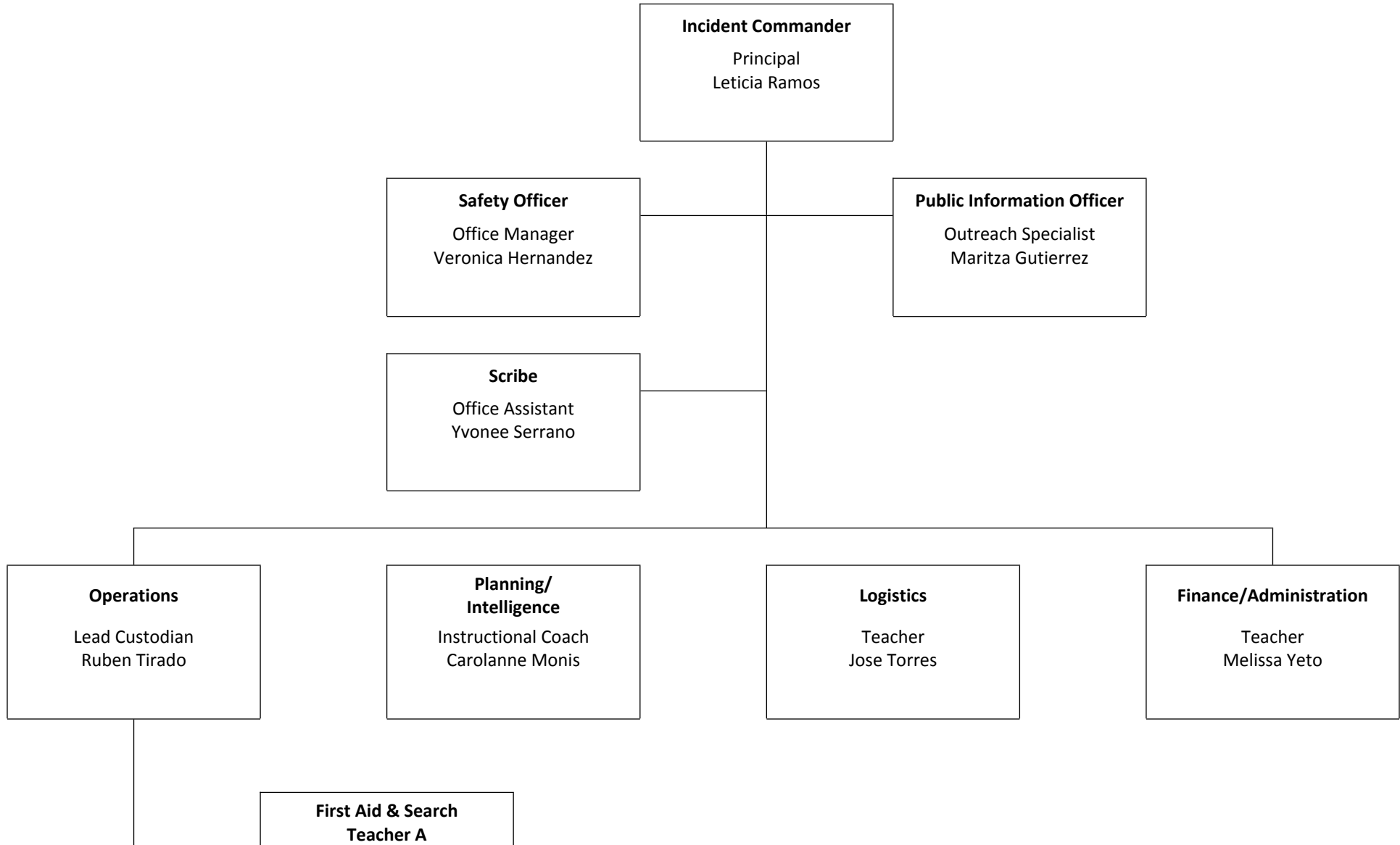
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
In September, review plan with staff. Review plan regularly with Safety Committee at each scheduled meeting. In February review plan with Leadership Team, Staff, Safety Committee, and School Site Council. Update plan annually in February.	Ongoing	
Staff meeting is held to review safety procedures in Safety Plan.	Annually in September	
Safety Plan is shared with ELAC and SSC for approval.	Annually in January/February	

**Elm Street Elementary School Incident Command System**





Teacher  
Danielle Dugas

**Student Release &  
Accountability  
TeacherB**  
Attendance Technician  
Jessica Carrillo

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

Call animal control. Keep students away from animal. Try to contain animal in one area if necessary

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1). Direct all students and staff to remain indoors.
  - 2). Direct all heating and ventilation systems to be shut down.
  - 3). Direct that all windows be closed.

### **PESTICIDE EXPOSURE (Pesticide Drift)**

1. The principal will notify the Superintendent immediately.
2. Notify the Ventura County Agriculture Commission (805) 647-5931. Request an inspector be sent to the site immediately. If the Agricultural Commissioner's Office is closed (normal hours are 6:30 AM to 3:00 PM) call 911.
3. Notify all on campus After School/Day Care providers.
4. Notify all employees including Crossing Guards and volunteers.
5. Render first aid if necessary.
6. Until ordered to evacuate, assume that a shelter-in-place strategy will be employed and do the following:
  1. Direct all students and staff to remain indoors until it is safe or directed otherwise.
  2. Direct all heating and ventilation systems (HVAC) to be shut down.
  3. Direct all windows to be closed.
7. Establish Command Post and implement the Incident Command System
  1. As word of the incident spreads, be prepared to release students to parents or guardians.
  2. Release students ONLY to a person listed on the emergency card.
8. Contact Environmental Health Department at 654-2811 to gain their assistance in handling the emergency and so that they may put local physicians on alert for possible chemical exposure treatment.
9. Contact the Fire Department for possible Hazardous Materials Team deployment.

10. The decision to evacuate the site will be made by the Superintendent or his designee based on the recommendations of the principal and/or by competent civil authority.
11. If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.
12. Should the event occur at the start of the school day, notify the following of the emergency:
  1. District Office
  2. Facilities and Transportation
    - a. To alert bus drivers / crossing guards
    - b. Check safety of students at any affected bus stops and popular walking route to/from school.
  3. Police department
13. If contamination is present after the school day, the district will notify after-school users holding permits (youth athletic teams, scout groups, community classes, etc.) of possible concern.

**District Notification Requirements:**

As soon as practical after the immediate emergency has been controlled, the District/Site will contact the following:

1. Adjacent or nearby schools.
2. All other users of the campus, including after school clubs, scout groups, athletic teams, ROP's and Child Development Centers.
3. As much as possible, ideally on the day of the event, the District will supply parents/staff with the following information:
  1. Chemical involved, including how much and when the drift occurred.
  2. Possible symptoms and effects to be monitored with the suggestion that the child be seen by their physician if any symptoms occur. The physician should be advised by the parent of a possible chemical exposure.
  3. Mitigating actions (showering, bagging of clothing, etc.).
  4. Statement of campus safety.

**Post Event Cleanup /Safety Procedures:**

1. In most cases, a wash down of playground equipment, outdoor tables, railings, pillars, doors, and drinking fountains with soap and water and a thorough rinsing will suffice. In some cases, steam and/or a high-pressure hose will also be effective. Ensure that run-off from the washing process does not contaminate playgrounds or other areas of the campus.
2. If indoor areas are exposed, soap and water are generally the preferred method to clean tables, counter tops and sinks.
3. Classroom animals should be monitored for any adverse effects.
4. All HVAC filters are to be changed.
5. Evaluate potentially contaminated material on the grounds (leafy debris, play sand, bark chips) for possible cleaning or removal.

**Prior Notification:**

1. The district and/or the principal shall notify all parents of the school by taking the following actions:
  1. Post a notice at a central location on the outside of the school immediately after the district and/or principal receives notification of the pesticide application.
  2. Place copies of the notice in the front office; and
  3. Send a written notice home to parents immediately after notification is received by the district and/or principal. Both the written notice and the posted notice shall include all information known by the district and/or principal, pertaining to the pesticide application, i.e. the chemical, the amount of the chemical, the timing of the application, and the method of application.
2. Requests must be made to the grower that all spraying be done outside of school hours, preferably during weekends, holidays and vacations when schools and fields are not in use.
3. All windows and doors are to be closed and locked.
4. All heating, ventilation and air conditioning systems (HVAC) are to be shut down.
5. Playground equipment/surfacing material (sand and/or bark) and outdoor tables are to be covered with tarpaulins.
6. Outdoor drinking fountains are to be covered with plastic.
7. All school/classroom animals are to be removed to safe areas.

**After application:**

1. Remove all tarpaulins and plastic covers.
2. Tarpaulins are to be cleaned and plastic discarded.
3. Wash down all playground equipment, outdoor tables and drinking fountains.
4. Monitor the site for any conditions which will require mitigation and respond accordingly.

For example, area of “standing water” should be removed or covered with clean sand. The principal will coordinate with Facilities and Operations and the District Office to assure that appropriate resources are available.

5. Refer to Post Event Clean-up Safety Procedures above for possible further actions.

### **Bomb Threat/ Threat Of violence**

#### **BOMB THREAT**

1. The receiving person should attempt to keep the caller on the line and complete the form entitled “Bomb Threat Report” (see form following).
2. Contact the police and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search own classroom (see sample emergency message following).
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

#### **NUCLEAR ATTACK**

This section assumes a nuclear detonation away from our area and our area not affected by the blast itself. The main concern is radioactive fallout.

1. Establish a Command Post and implement the Incident Command System. Establish communications with the District Office.
2. Direct the Facilities Unit to begin locating food and water.
3. Assign personnel to begin protecting each building containing people from fallout. Place all objects possible between the blast area and your location. Any object you can utilize for this purpose will be beneficial.
4. Shut down all heating and ventilation systems.
5. Keep students in classrooms with their backs to the interior walls.
6. Take roll and report missing students to the Principal.
7. All personnel are to remain indoors unless performing duties as assigned.
8. Upon receiving the “all clear” release students.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children’s safety.

#### **Procedure**

##### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.

6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

#### Disorderly Conduct

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.
3. Inform teachers and staff of the emergency situation. If necessary, signal a “Lockdown”.
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

#### Earthquake

##### A. INSIDE SCHOOL BUILDING:

1. The teacher, or staff member in authority, will implement action, “DUCK – COVER AND HOLD.” Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, “LEAVE BUILDING” (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.

5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

**B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

**C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. **DO NOT RUN!** Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

**D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

**E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

**Explosion or Risk Of Explosion**

1. **DUCK, COVER, AND HOLD** command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

**Fire in Surrounding Area**

**A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.



4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.

3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Noify the District Ofiice
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

#### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.

2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

**Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

# Elm School

450 East Elm Street

Oxnard, CA 93033



501  
Pre-K  
Basaldua  
(am)  
Palomar  
(pm)

707  
Women's  
706  
Men's  
705  
Boys  
704  
Girls

604  
Kdg. DLI  
E.Cahue  
603  
Speech  
Counselor  
ORC  
602  
Kdg. DLI  
Lucero  
601  
RSP- Jue  
Coach-  
Monis

805  
Kdg  
Wysong  
804  
Kdg  
Reyes  
803  
Kdg  
Gas  
806  
2nd  
Manriquez  
802  
2nd DLI  
Stalvey  
701  
1st DLI  
Comp Lab

500 Big.  
600 Big.  
700 Big.  
800 Big.

901  
2nd DLI  
Arceo  
902  
2nd DLI  
Cervantes

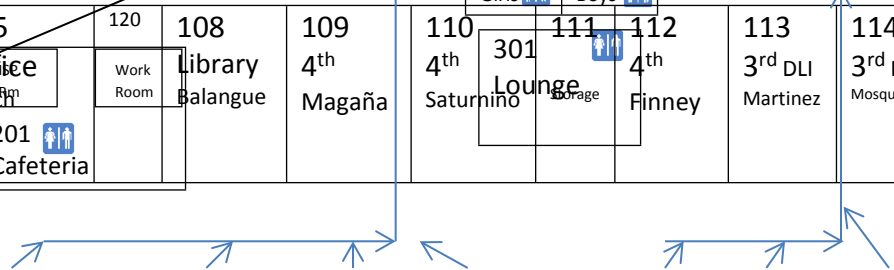
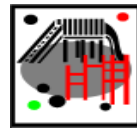
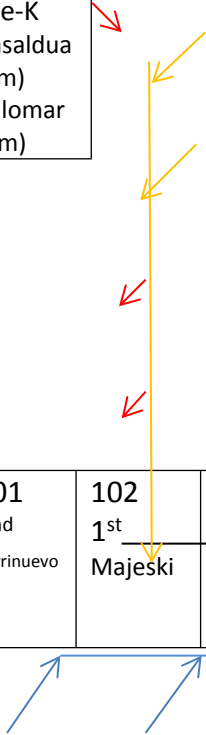
905  
3rd  
J.Torres  
906  
3rd  
Carrillo  
907  
Vacant

900 Big.  
101-107  
108-114

Emergency  
Exit Gates

101 2nd Barrinuevo	102 1st Majeski	103 5th J.Cahue	104 Elec Rm	105 5th Y.Torres	106 5th Ambriz	107 4th DLI Rodriguez Ortega	115 Office Psych Cafeteria	120 Work Room	108 Library Balangue	109 4th Magaña	110 4th Saturnino	301 Lounge	401 Girls	402 Boys	111 Storage	112 4th Finney	113 3rd DLI Martinez	114 3rd DLI Mosqueda
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Elm  
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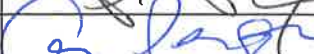



# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Robert J. Frank Academy of Marine Science and Engineering  
**CDS Code:** 56725386111850  
**District:** Oxnard School District  
**Address:** 701 North Juanita Avenue  
 Oxnard, CA  
**Date of Adoption:** January 27, 2017

**Approved by:**

Name	Title	Signature	Date
Dr. Liam Joyce	Principal		1-30-17
Paola Vargas	Assistant Principal		1-30-17
Gabriel Covarrubias	Assistant Principal		1-30-17
Maria Christine Saucedo	Assistant Principal		1-30-17
Angelica Fuentes	Counselor		1-30-17
Amber Pergeson	Counselor		1-30-17
Mark Urwick	Teacher/Instructional Coach		1-30-17
Alex Cortez	Lead Custodian		1-31-17
Office Rodriguez	School Resource Officer		1-31-17
Amber Pergeson	SSC President		1-30-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Robert J. Frank Academy of Marine Science and Engineering's office.

### **Safety Plan Vision**

At R. J. Frank Academy of Marine Science and Engineering, we embrace the Oxnard School District vision, "Educate, Inspire, and Empower," and recognize that a safe school is paramount to our students' educational success. Our students' many talents and skills must be continually nurtured in a safe and supportive school environment.

We believe all stakeholders deserve to feel safe and secure while at R. J. Frank Academy of Marine Science and Engineering and we will work to create and maintain a positive learning environment that ensures the physical, emotional, and mental well-being of our entire academic community.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Robert J. Frank Academy of Marine Science and Engineering Safety Committee**

Dr. Liam Joyce, Principal  
Gabriel Covarrubias, Assistant Principal  
Paola Vargas, Assistant Principal  
Maria Cristina Saucedo, Assistant Principal  
Mark Urwick, Teacher/Instructional Coach  
Amber Pergeson, Counselor  
Angelica Fuentes, Counselor  
Alex Cortez, Lead Custodian  
Officer Rodriquez, Oxnard Police Department

### **Assessment of School Safety**

The School Resource Officer from the Oxnard Police Department, with the principal, conducted a security inspection of the campus, and made recommendations which were addressed by school personnel. The Oxnard Police Department has already made improvements to the practices which are now the new standard in the Oxnard area. The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Lead Custodian, assistant principal, and principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders to the district office.

The Safety Committee meets throughout the year to review all safety and security procedures and make any necessary recommendations and changes. Input is provided by our different parent groups: ELAC, School Site Council and PTO.

The Lead Custodian makes daily checks of the campus to assess for safety hazards. Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

In order to ensure that students engage in safe behavior, the school is continuing implementation of the CHAMPS approach from Safe and Civil Schools. This model outlines the expected behaviors for different routines and procedures. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Rewards and Consequences are applied through a progressive discipline system that has been communicated to students and parents.

In addition, we continue to implement the OLWEUS Bullying-Prevention Approach to ensure that all staff is properly trained on the identification, prevention and response to bullying behavior.

Security has also been reinforced through the use of closed circuit cameras, which were upgraded five years ago. Security measures are implemented by having a closed campus. All students are dropped off in the morning and enter through the main gate or through the office (when arriving after the late bell). Staff and administration are continuously supervising and monitoring school campus throughout the school day to ensure school safety. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge and additional campus assistants have been hired to assist with supervision. A positive and ongoing relationship is in place between the school and Oxnard Police Department to ensure the safety of the school and the surrounding areas.

SRO from OPD regularly attends lockdown drills scheduled by school staff to ensure that procedures are followed properly, providing feedback to Principal which will debrief with staff and do necessary changes  
Monthly Drills are conducted: Earthquake, Lockdown, Evacuation and Fire Drills.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

### **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

All students at R.J.Frank Academy of Marine Science and Engineering will be held to the R.J.Frank School dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

1. Clothes should be neat, clean, and in good taste. Clothing which draws undue attention to the student is inappropriate and disrupts learning.
2. Shoes must be worn at all times. Slippers, flip flops, high heels, or open toe shoes are prohibited.
3. Bare midriffs, half shirts, tube tops, cut-offs, low-cut blouses, muscle T-shirts, too short skirts/shorts and sweatpants are prohibited. Clothing may not reveal undergarments (bra straps, underpants, boxers, etc.).
4. Clothing items with any holes are prohibited.
5. Clothing items with references to, or images, alcohol, drugs, tobacco, guns, or weapons are prohibited. This includes shirts and sweatshirts with obscene or suggestive pictures and/or objectionable language.
6. Stars are prohibited on any students apparel or personal items.
7. Chains, rubber bands, and rubber bracelets are prohibited.
8. Piercings with sharp points or hollow centers are prohibited due to safety concerns and will need to be removed.

9. Gang-like attire is prohibited. This includes long shorts with high socks, baggy pants, professional sportswear (i.e. Cowboys, Raiders, Lions, etc.), and any other items that are used to signify a particular neighborhood or gang-affiliation. Additional information is available under the prohibited dress policy.

10. Hats, beanies, hoods, or other head coverings are prohibited except as defined under the hat policy. Any clothing or personal items deemed disruptive to the educational process will be prohibited.

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

#### **SCHOOL HOURS**

The student day is from 7:45 am to 2:13 pm. Parents dropping students off at school should be aware that supervision is NOT available before 7:20 am. School office hours are 7:00 am to 4:00 pm.

- Once arriving at school, students are to immediately come onto the campus and move to the cafeteria, library or other supervised location if there is time to spare until the first bell at 7:40 am. From 7:20 am, students may also congregate in the quad areas. At 7:40 am all students are to proceed to their first period class. Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after-school activities are to leave campus immediately upon dismissal by walking or via school bus. Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the school. Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.

#### **CLOSED CAMPUS – LEAVING EARLY**

R. J. Frank Academy of Marine Science and Engineering is a closed campus. Students must stay on campus from the time of arrival in the morning until dismissal at 2:13 pm. Students may leave campus during school hours if a written request from a parent or guardian has been approved. The request must state time, date, and reason for leaving campus. The Assistant Principal Secretary will issue an OFF-GROUNDS-PASS once a request is approved. Off campus absences, which are not approved in advance, are UNEXCUSED and students will be subject to disciplinary action.

Under no circumstances should a student leave campus without permission.

Parent must check in at the office in order to pick up students who are leaving campus for appointments. Only parents and guardians listed on the Emergency card and in possession of a valid ID can sign out for a student leaving campus.

#### **TARDY / LATE POLICY**

- Be on time to all your classes.
- Be at your first class before 7:45 am.
- If a student is late to class without an approved reason it is a behavior infraction.
- If a student is late in the morning, he/she must report to the Student Services Center for a late slip, and then quickly go to class.



- An “excused late” will be assigned when parents have called the school with a valid excuse such as a doctor or dentist’s appointment.
- Oversleeping, missing the bus, etc., are not valid reasons for an “excused late.”
- When a student is habitually late to school (more than 3 times), the Student Services Center will assign an Office Detention or other consequence.
- Truant Tardy is when students arrive to school 30 minutes late. When a student is determined to have a truant tardy, he/she will be assigned an office detention, be placed on an attendance contract, and possibly receive a citation.

#### EXCUSED ABSENCES

These can only result from illness, medical/dental appointments, court appearances, or death in the immediate family. All other absences are considered unexcused. State law does not provide any financial assistance to schools when students are absent for any reason, including excused absences.

When a student is absent, parents are expected to call the school (385-1536) the same day of the absence.

#### RETURNING AFTER AN ABSENCE

1. Bring a dated note from parent(s) stating the reason for the absence, with your name, grade, date of absence, and parent signature.
2. Take the note to the Attendance Clerk prior to 7:40 am to avoid being late for class.
3. Receive a readmit slip to be signed by all of your teachers.
4. If a student leaves school early, a readmit slip must be picked up the following morning.

#### TRUANCIES (UNEXCUSED ABSENCES)

The following are considered truanancies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. Having excessive tardies.

If a student is habitually late or absent from school, various measures may be taken including regular assignment to Saturday School, an alternate school placement, and referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents. In all cases of truancy, students will be assigned an office consequence.

### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

Positive School Climate (PBIS)

#### **Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Increase student achievement by reducing student office referrals and suspensions. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
1) Maintain increased supervision before and after school	Strategically assign teachers and administrative staff to various areas and increase campus assistants	Funding should be maintained for current campus assistants	Administration and SRO	Duty Schedule
2) Cultivate additional community resources to help support our students who have issues with alcohol and drugs	Identify at-risk students, connect them to the designated agency and follow through with family to ensure that all of the steps are being completed	Partnership with Community Agencies	Administration and Counselors/ORC	CST/SSTs held on students identified as being in need of assistance
3) Cultivate additional community resources to help support our students who have become involved in gang activity	Connect with various partnerships in the community	Funding for extra-curricular activities	Administration and Counselors/ORC	Completion of counseling sessions or participation in designated activity
4) Discourage the use of electronic devices on campus through school policies	Consult with stakeholders and communicate policies to current and incoming students	Student Agendas/Planners will provide a means of communication	Administration	Monitoring frequency of Student Cell Phone confiscation due to violation of school use policy
5) Maintain/Expand the After School Program	Partner with ASES provider, Oxnard Scholars, to maintain/increase participation	Recruit regular faculty to facilitate after school program sports and enrichment clubs and provide academic interventions	OSD After School Program and City of Oxnard	ASES attendance records
6) Continue implementation of Olweus Anti-Bullying Program	Coordinate campaign to train students, staff and parents	Professional Development Days, Class Meetings and Parent Workshops	Counselors and OLWEUS Anti-Bullying Coordinating Committee	Decrease in the number of bullying incidents
7) Continue implementation of CHAMPS model	Maintain and update training of whole staff and visit other school sites where approach is already in place	Professional Development Resources and Collaboration time	Administration, Counselors, Faculty and Staff	Reduction in the number of Office Referrals, Suspensions and Expulsions
8) Support Opportunity Class Intervention	Recruit highly qualified staff and provide the necessary support	District Funding for Certificated and Classified positions needed for the class	Administration	Successful transition back into the general population after the students have met their goals

Objectives	Action Steps	Resources	Lead Person	Evaluation
9) Maintain a safe campus	Administrators, campus supervisors, and teachers maintain school discipline through enforcing agreed upon school rules. SRO is available on call for support.	Funding should be maintained for current campus assistants. Duty Schedule is created and monitored. Contact information for SRO is available to administrators.	Administration and SRO	Duty Schedule, number of referrals, and log of calls to SRO.

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure that the campus is safe and secure for all staff and students

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Work with Facilities Department to ensure that the physical plant is meeting the needs of our site	Conduct an Annual Williams Inspection Facilities Review	Risk Management Staff, Facilities Staff and Ventura County Office of Education Staff	Site Administrators	Successful completion of Yearly Inspection as reflected in Student Accountability Report Card
2) Address minor work orders or repairs	Identify the problem, communicate need to custodial staff and ensure completion. If repairs are beyond the site staff capacity, ensure that Facilities Department is notified.	Custodial Staff and Facilities Staff	Assistant Principals	Repair completed or deferred to Facilities Department
3) Provide a secure perimeter	Ensure protocols are reviewed with staff regarding gate closures, badge identification and routine safety procedures. Utilize closed circuit surveillance cameras.	Agendas and Written Communications	Principal	Gate closures at all times and effective use of surveillance cameras
4) Monthly safety inspections	Identify potential safety hazards or needs and submit needed work orders.	Custodial staff and facilities Staff	Administrators	Monthly inspection checklist
5) Oxnard School District/OPD partnership	Continue relationship with OPD student resource officer	Funding for SRO officer should be maintained	Administrator	Log of interactions between site and SRO

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Students know what to do in case of emergency such as fire, earthquake, or lockdown	Monthly drills	Emergency equipment	Administrators and teachers	Keep a log of monthly drills
Ensure adequate emergency equipment available.	Check emergency equipment annually	Emergency equipment	Custodian/Administrator	Checklist of supplies on site/needed supplies.
Teachers and staff are knowledgeable about their roles in case of emergency.	Discuss safety plan at staff meetings. Have staff trained in emergency procedures.	Staff Meetings	Administrators	Staff Meeting agendas/ PD logs

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****Robert J. Frank Academy of Marine Science and Engineering Student Conduct Code****PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS**

We want our students to develop a sense of values and to become:

Caring, Honest, Responsible, Well-mannered, Courteous, Respectful, Knowledgeable of right and wrong, Fair, Positive in outlook, Compassionate and Self-disciplined

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the best possible instructional climate.
- Promote knowledge and teach behavior which will help each student become responsible and successful adults.

**Expectations of Students**

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

**Expectations for Parents**

- Assure that your child is in school and on time each day.

- Assure that your child is appropriately prepared for school (dress, nutrition and sleep).
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

#### Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conferences.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May Be Disciplined for the Following Reasons:

##### GROUNDS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.

- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices during times when use is not allowed or to cause a disturbance
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements

Incentives are used to promote exemplary student conduct. Students earn positive rewards such as Reward Activities and monthly student awards based on positive behavior.

#### SCHOOL RULES AND PROCEDURES: IMPLEMENTATION RESPONSIBILITIES

Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

#### EVALUATION AND FEEDBACK METHODS

Students receive feedback from all adults on campus regarding their behavior. Administrators, teachers, campus assistants, and staff all assume the responsibility of helping students maintain positive behavior

Summary



The staff, School Site Council, and the principal will review the school rules and discipline program. These groups will consider the impact of the school-wide recognition programs and their effectiveness. The number of discipline referrals and suspensions will be reviewed. All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety.

### **Conduct Code Procedures**

#### **PHILOSOPHY**

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

Students are expected to observe the 3 B's- "Be Prepared, Be Safe, and Be Respectful." By observing these basic guidelines, students will be able to focus on academic success and will help create a positive learning environment for all.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

At R.J. Frank Academy of Marine Science and Engineering, the Leadership Team, ELAC, School Site Council, and School Safety Committee will convene throughout the school year to update the School Safety Plan. The purpose of the School Safety Committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February, approved by the SSC, and updated on March 1st

**Safety Plan Appendices**

**Emergency Contact Numbers**

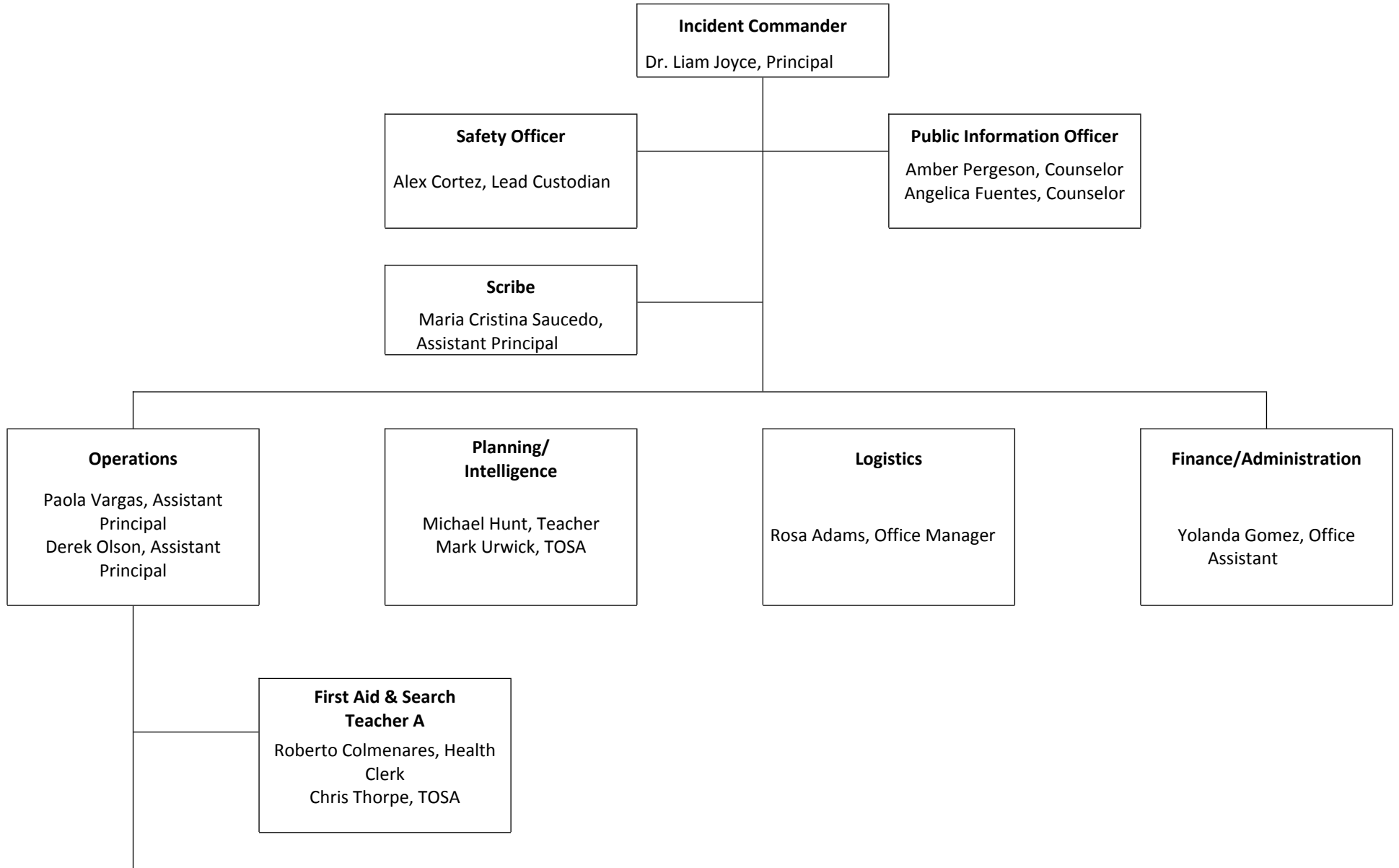
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Review plan with staff in September. Review plan with Safety Committee at each regularly scheduled meeting. Review plan with Leadership Team and School Site Council. Update plan by March of each year.	Ongoing August 2016- June 2017	During regularly scheduled Leadership Team Meetings
Present information to parents for review and input during various parent meetings such as ELAC and PTO.	August 2016- May 2017	Agendas to be attached
Present plan at Staff Meeting for input.	February 2017	Agenda to be attached
Present information to parents at School Site Council for review and approval.	February 2017	Agenda to be attached

**Robert J. Frank Academy of Marine Science and Engineering Incident Command System**



**Student Release &  
Accountability  
TeacherB**

Emily Gutierrez, Attendance  
Tech

Paloma Villa, Secretary  
Monica Noriega, Secretary  
Claudia Cortez, Secretary

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.



## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved with internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and/or school sites. For level 2 the Emergency Operations Plan is activated. The EOP will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOP Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

1. Determine what action, if any should be implemented.
2. Attend to the safety of students and staff.
3. Render first aid as necessary.
4. Notify authorities (Dial 911) and the District Office.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - a) Direct all students and staff to remain indoors.
  - b) Direct all heating and ventilation systems to be shut down.
  - c) Direct that all windows be closed.

### **PESTICIDE EXPOSURE (Pesticide Drift)**

1. The principal will notify the Superintendent immediately.
2. Notify the Ventura County Agriculture Commission (805) 647-5931. Request an inspector be sent to the site immediately. If the Agricultural Commissioner's Office is closed (normal hours are 6:30 AM to 3:00 PM), call 911.
3. Notify all on campus After School/Day Care providers.
4. Notify all employees including Crossing Guards and volunteers.
5. Render first aid if necessary.
6. Until ordered to evacuate, assume that a shelter-in-place strategy will be employed and do the following:
  - a. Direct all students and staff to remain indoors until it is safe or directed otherwise.
  - b. Direct all heating and ventilation systems (HVAC) to be shut down.
  - c. Direct all windows to be closed.

7. Establish Command Post and implement the Incident Command System.
  - a. As word of the incident spreads, be prepared to release students to parents or guardians.
  - b. Release students ONLY to a person listed on the emergency card.
8. Contact Environmental Health Department at 654-2811 to gain their assistance in handling the emergency and so that they may put local physicians on alert for possible chemical exposure treatment.
9. Contact the Fire Department for possible Hazardous Materials Team deployment.
10. The decision to evacuate the site will be made by the Superintendent/designee based on the recommendations of the principal and/or by competent civil authority.
11. If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.
12. Should the event occur at the start of the school day, notify the following of the emergency:
  - a. District Office
  - b. Facilities and Transportation
    - To alert bus drivers / crossing guards
    - Check safety of students at any affected bus stops and popular walking route to/from school.
  - c. Police Department
13. If contamination is present after the school day, the district will notify after-school users holding permits (youth athletic teams, scout groups, community classes, etc.) of possible concern.

District Notification Requirements:

As soon as possible, after the immediate emergency has been controlled, the District/Site will contact the following:

1. Adjacent or nearby schools.
2. All other users of the campus, including after school clubs, scout groups, athletic teams, ROPs, and Child Development Centers.
3. As much as possible, ideally on the day of the event, the District will supply parents/staff with the following information:
  - a. Chemical involved, including how much and when the drift occurred.
  - b. Possible symptoms and effects to be monitored with the suggestion that the child be seen by their physician if any symptoms occur. The physician should be advised by the parent of a possible chemical exposure.
  - c. Mitigating actions (showering, bagging of clothing, etc.).
  - d. Statement of campus safety.

Post Event Cleanup /Safety Procedures:

1. In most cases, a wash-down of playground equipment, outdoor tables, railings, pillars, doors, and drinking fountains with soap and water and a thorough rinsing will suffice. In some cases, steam and/or a high-pressure hose will also be effective. Ensure that run-off from the washing process does not contaminate playgrounds or other areas of the campus.
2. If indoor areas are exposed, soap and water are generally the preferred method to clean tables, counter tops and sinks.
3. Classroom animals should be monitored for any adverse effects.
4. All HVAC filters are to be changed.
5. Evaluate potentially contaminated material on the grounds (leafy debris, play sand, bark chips) for possible cleaning or removal.

Prior Notification:

1. The district and/or the principal shall notify all parents of the school by taking the following actions:
  - a. Post a notice at a central location on the outside of the school immediately after the district and/or principal receives notification of the pesticide application.
  - b. Place copies of the notice in the front office.
  - c. Send a written notice home to parents immediately after notification is received by the district and/or principal. ConnectEd will be used for communication purposes as well. Both the written notice and the posted notice shall include all information known by the district and/or principal, pertaining to the pesticide application (i.e. the chemical, the amount of the chemical, the timing of the application, and the method of application).
2. Requests must be made to the grower that all spraying be done outside of school hours, preferably during weekends, holidays and vacations when schools and fields are not in use.
3. All windows and doors are to be closed and locked.
4. All heating, ventilation and air conditioning systems (HVAC) are to be shut down.

5. Playground equipment/surfacing material (sand and/or bark) and outdoor tables are to be covered with tarpaulins.
6. Outdoor drinking fountains are to be covered with plastic.
7. All school/classroom animals are to be removed to safe areas.

After application:

1. Remove all tarpaulins and plastic covers.
2. Tarpaulins are to be cleaned and plastic discarded.
3. Wash down all playground equipment, outdoor tables and drinking fountains.
4. Monitor the site for any conditions which will require mitigation and respond accordingly.

For example, area of "standing water" should be removed or covered with clean sand. The principal will coordinate with Facilities and Operations and the District Office to assure that appropriate resources are available.

5. Refer to Post Event Clean-up Safety Procedures above for possible further actions.

### **Bomb Threat/ Threat Of violence**

#### **BOMB THREAT**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

#### **NUCLEAR ATTACK**

This section assumes a nuclear detonation away from our area and our area not affected by the blast itself. The main concern is radioactive fallout.

1. Establish a Command Post and implement the Incident Command System. Establish communications with the District Office.
2. Direct the Facilities Unit to begin locating food and water.
3. Assign personnel to begin protecting each building containing people from fallout. Place all objects possible between the blast area and your location. Any object you can utilize for this purpose will be beneficial.
4. Shut down all heating and ventilation systems.
5. Keep students in classrooms with their backs to the interior walls.
6. Take roll and report missing students to the Principal.
7. All personnel are to remain indoors unless performing duties as assigned.
8. Upon receiving the "all clear," release students.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

## Procedure

### Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

### **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 385-1501
3. Inform teachers and staff of the emergency situation. If necessary, signal a “Lockdown”.
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (i.e. driver’s license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.

8. Avoid window areas.
9. When the emergency is over, signal "all clear."

## **Earthquake**

### **A. IF INSIDE A SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK, COVER, AND HOLD." Stay inside the building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Evacuate the building after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to the principal/designee.
8. The principal/designee is to establish a command post, assess damage, activate search team, and activate the incident command system.
9. Activate a buddy system; determine the needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires, and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees.
2. The bus driver will issue the command, "DROP – TAKE COVER."
3. Turn off ignition and set brakes.
4. Wait until the earthquake is over.
5. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. "DUCK, COVER, AND HOLD" command is to be given immediately. Do not approach windows or doors.

2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate the building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at a safe distance from the fire/fire-fighting equipment.
4. Assist the disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as EVACUATION OF THE SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials, and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

## **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

## **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

## **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

## **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOP activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.



5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

#### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOP activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

#### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

# Evacuation Route to Parque del Sol

## Legend



Command Center

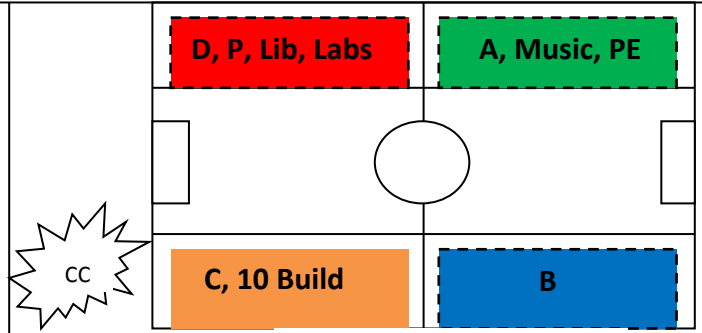


Building



Evacuation Route

Camino del Sol



Soccer Field

Playground

Picnic Area

Restrooms

Sign

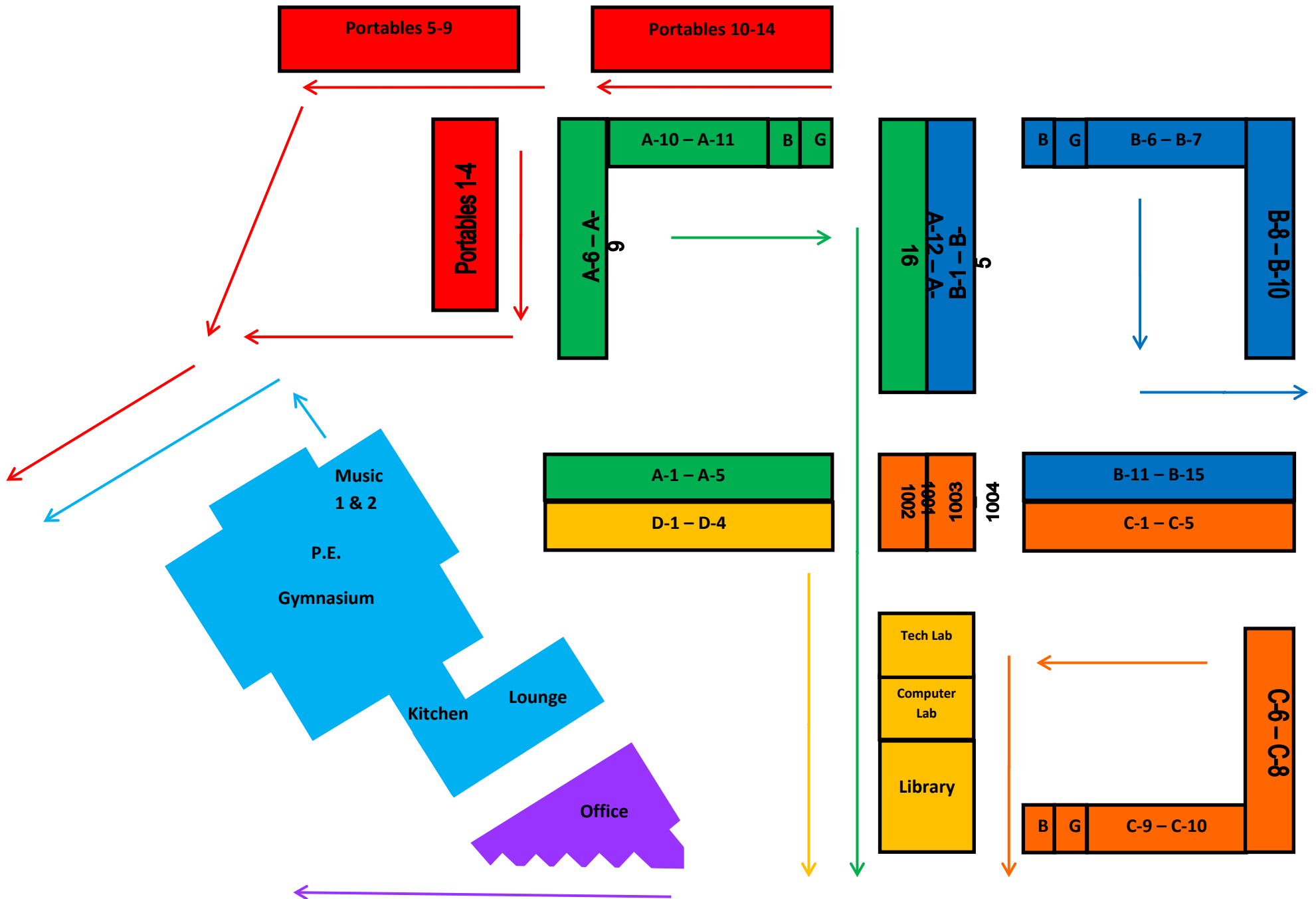
Juanita Ave

R.J. Frank

Gym

School

# R.J. Frank School Off-Site Evacuation Map




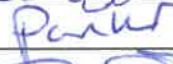

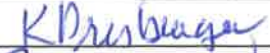
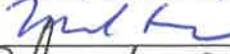
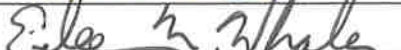


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Fremont Academy of Environmental Science and Innovative Design  
**CDS Code:** 56725386055313  
**District:** Oxnard School District  
**Address:** 1130 North M Street  
 Oxnard, CA 93030  
**Date of Adoption:** January 11, 2017

**Approved by:**

Name	Title	Signature	Date
Greg Brisbane	Principal		1/11/17
Dr. Frank C. Guerrero	A/P Coordinator of Safety Plan		1/10/17
Officer Kevin Thompson	School Resource Officer		1-10-17
Paul White	Teacher		1-10-17
Sam Reveles	Teacher		1-10-17
Karen Presburger	Teacher		1-10-17
William Milton	Teacher		1-10-17
Eileen Whalen	Parent (SSC member)		1-11-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Fremont Academy of Environmental Science and Innovative Design's office.

### **Safety Plan Vision**

At Fremont Academy, we support our district's motto, "Educate, Inspire, and Empower," and seek to find avenues within our students' learning journeys that lead them to become life-long learners, who have talents, skills, knowledge, and compassion to enrich our world. We commit to working together in partnership to provide a school climate and environment that is safe and secure for our students to thrive and succeed.

We believe all stakeholders deserve a physically, emotionally, mentally safe, secure, and positive learning environment through a caring and supportive staff, engaging curriculum, procedures, and training in order to accomplish the goals of high academic achievement and civic responsibilities.



## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Fremont Academy of Environmental Science and Innovative Design Safety Committee**

Greg Brisbine (Principal), Dr. Frank Guerrero (Assistant Principal & Safety Committee Coordinator), Officer Kevin Thompson (School Resource Officer), Paul White (Teacher), Karen Presburger (Teacher), Sam Reveles (Teacher), William Milton (Teacher) and Eileen Whalen (Parent & SSC Representative).

### **Assessment of School Safety**

Emergency drills are conducted on a monthly basis. The SRO participates in our lockdown drills and provide feedback to staff and administration. Risk management conducts an annual safety inspection. Custodians and the assistant principal conduct monthly inspections and follow-up with appropriate work orders as needed. Administration and teachers monitor the morning drop-off and afternoon dismissal to ensure safety rules are followed.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

Oxnard Police Department will conduct an annual threat assessment of our campus and report to staff. As a result of threat assessments by the Oxnard Police Department, staff can differentiate between a Level 1 and a Level 2 lockdown.

The Safety Committee meets once per trimester to monitor and review the safety plan and its recommendations will be followed by staff and students during emergencies.

School Safety Plan is updated annually.

The ongoing implementation of the CHAMPS program will provide positive behavior support. And continuous implementation of the WEB program will ensure a safe and supportive school climate.

Risk Management from the District Office conducts a safety inspection of the campus on a yearly basis. A report is submitted and necessary changes are made.

The lead custodian and the principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the lead custodian and assistant principal. The lead custodian will submit work orders to the district office as needed.

The Principal/Assistant Principal greets students at the front of the school every morning, the lead custodian open gates for buses at 8:00 a.m. on a daily basis, the assistant principal opens the front gate and monitors students exiting the front of the school at the end of the school day, and campus supervisors open gates for school buses. All campus supervisors and teachers are stationed at their assigned duty station.

Visitors are required to sign in at the front office, provide proper identification, and wear a visitor's badge while on campus grounds.

Monthly drills are conducted for earthquakes, lockdowns, evacuation and fire drills on a rotating basis.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

## **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

In accordance with Oxnard School District Policy 8145 AP, the purpose of dress standards shall be to ensure a safe and secure environment in which to offer a quality education.

Fremont Academy's dress policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. Clothing should not disrupt the natural flow of the classroom or school activities. Clothes should be neat, clean, and of good taste. Apparel which draws undue attention to the wearer is inappropriate and disrupts learning.

The Provisions of a School-Wide Dress Code Related to Gang Apparel:

**DRESS CODE**

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Students who violate dress code will be told to change. Repeated dress code violations will lead to disciplinary action.

Fremont School Dress DOES NOT ALLOW THE FOLLOWING:

1. Backless footwear, flip-flops, slippers or sandals.
2. Baggy pants/shorts/sweatpants that are larger than the student's actual waist size measurement or that fall below the waist band of their undergarments.
3. Pajamas or pajama bottoms.
4. Shorts and pants that have holes, rips and tears above mid-thigh, unless leggings are worn under them.
5. Shirts with holes, rips or tears or sheer tops without another shirt underneath.
6. Halter tops, tube tops, crop tops, spaghetti straps or any top that reveals undergarments. Shirts and tops must cover the stomach and chest area. Shirt shoulder straps must be at least 2" wide.
7. Blankets as a form of covering.
8. Chains that hang down to the waist.
9. Clothing or jewelry deemed provocative, disruptive, or hazardous to the health or safety of the wearer.
10. Clothing that is considered offensive.
11. Clothing with slogans or pictures that depict or suggest alcohol, drugs, sex, racism, weapons, violence or obscenities.
12. Excessively long pants that fall below the heel of the shoe.
13. Exposed undergarments.
14. Gang-related apparel of any kind.
15. Gloves, unless weather permits.
16. Hats are to be worn outside only, with the exception of those worn in religious observance. Hoods may not be worn up on campus.
17. Professional team attire (Cowboys, Lakers, etc.). This includes hats, jerseys, t-shirts and any other clothing items.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

\*Once arriving to school, students are to immediately come onto the campus through the designated entrances, and proceed to designated supervised areas. Under no circumstances are students to leave the campus to pick up friends, go to locations other than the school campus, or to loiter outside campus gates.

\*Students who do not participate in after-school activities are to leave campus immediately. Students waiting for rides home need to wait in the designated pickup area located in front of the school office. Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary consequences.

\*Parents are not allowed to enter the staff parking lot to drop off or pick up students.

Fremont Academy is a closed campus. Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus/parent. Students may leave campus during school hours if a written request from a parent or guardian has been approved. The request must state time, date and the reason for leaving campus. The assistant principal's secretary will issue an OFF-CAMPUS PASS once a request is approved by the principal or principal designee. Off-campus absences which are not approved in advance are UNEXCUSED, and students will be subject to disciplinary consequences.

Under no circumstances should a student leave campus without written permission from the principal or principal designee.

\*Parents must check in at the office in order to pick up students who are leaving campus for appointments. Only parents and guardians listed on the emergency card and with a valid ID can sign for a student leaving campus.

#### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Implement CHAMPS and WEB Programs

Objectives	Action Steps	Resources	Lead Person	Evaluation
Train staff in CHAMPS program via summer institute and through VCOE trainings.	Coordinate with Pupil Services Director regarding training schedule Advertise training to staff	CHAMPS books CHAMPS Trainer from Safe and Civil Schools Funding to support training	Pupil Services Director & Assistant Principal	Goal: 100% of teaching staff trained by June 2017.
Train campus assistants in CHAMPS principles.	Counselors to provide training to staff	Training to Counselors	Counselors	Goal: Initial training in Fall, follow-up training in Spring.
Develop CHAMPS guidelines in common areas.	Develop guidelines via CHAMPS Committee and staff feedback Order posters and arrange for posting in visible areas	Posters reflecting CHAMPS practices Funding to support school posters/banners	CHAMPS Committee	Goal: CHAMPS guidelines are posted, visible and referred to in common areas.
Utilize CHAMPS practices in classrooms across campus.	Get staff trained Conduct walk-throughs of classrooms utilizing CHAMPS practices Discuss CHAMPS implementation during staff meetings Provide coaching for CHAMPS classroom implementation	Posters reflecting CHAMPS practices	All Teachers	Goal: 80% of classrooms will be using CHAMPS practices by June 2017.
Increase WEB coordinator training.	4th WEB coordinator to attend Advanced WEB training.	Funding for WEB training	MSAP Site Coordinator	Goal: 100% of WEB coordinators have attended Advanced training by June 2017.
Continue implementation of WEB program.	Select 8th grade students to participate Train 8th grade students prior to school starting Provide collaboration time for WEB coordinators Schedule regular WEB activities	Additional WEB t-shirts Funding to support collaboration time	MSAP Site Coordinator WEB Coordinators	Goal: 8th grade WEB leaders represent 10% of 8th grade students. Goal: WEB activities take place at least once per month. Goal: WEB leaders provide academic support to 6th grade students.

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Emergency Bags & Supplies



Objectives	Action Steps	Resources	Lead Person	Evaluation
Safety Committee meets regularly to review safety issues.	Select Safety Committee members Schedule monthly meetings	N/A	Assistant Principal & Safety Committee members	Goal: Safety Committee meet once per trimester.
Conduct monthly disaster drills (including lockdown, earthquake and fire) and review and adjust procedures as needed.	Schedule and conduct disaster drills Provide feedback to staff following disaster drills Review drills at Safety Committee meetings Review lockdown procedures with staff	Support from Oxnard PD and School Resource Officer	Assistant Principal & Safety Committee members	Goal: Conduct at least 8 emergency drills yearly, including fire, earthquake and lockdown.
Conduct inventory of disaster supplies and purchase additional disaster supplies, including, but not limited to, emergency bags, flashlights and batteries.	Conduct inventory of supplies Order needed supplies	Disaster kits and supplies Funding to support purchase of supplies	Assistant Principal	Goal: All staff members have immediate access to emergency supplies. (Teacher access measured through sign-out of emergency kits.)
Investigate opportunities for triage training for selected staff members.	Request access to training through district or county	Funding to support triage training	Assistant Principal & Triage volunteers	Goal: At least 3 staff members receive triage training.
Provide feedback to staff on disaster drills to improve performance.	AP to email feedback to staff following each drill	N/A	Assistant Principal	Goal: Improve disaster drill performance throughout the year.
Review procedures for safe ingress and egress of pupils.	Contact City of Oxnard traffic engineer to review M street and Glenwood street traffic and install flashing crosswalk.	Support from the City of Oxnard.	Dr. Guerrero-Assistant Principal	Goal: Arrange meeting with City of Oxnard traffic engineering by Spring 2018.

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Regular safety inspections

Objectives	Action Steps	Resources	Lead Person	Evaluation
Identify and remedy uneven pavement and concrete.	Contact the Facilities Department to arrange for uneven areas to be painted or sanded down	N/A	Assistant Principal & Grounds staff	Goal: All identified areas are sanded down or painted.
Conduct annual inspection with Fire Department.	Conduct inspection with OFD Make suggested corrections Submit necessary work orders	Funding to address OFD recommendations	Assistant Principal & OFD	Goal: School is deemed fully compliant.
Conduct Risk Management safety inspection and make all necessary corrections.	Conduct inspection with Risk Management Make suggested corrections Submit necessary work orders	Funding to address RM recommendations	Assistant Principal, Risk Management staff & Facilities staff	Goal: School is deemed fully compliant.
All classrooms have working blinds that can be closed in the event of a lockdown.	Submit work orders to the Facilities department for any classrooms with missing or damaged blinds Facilities to complete work orders	Funding to address work orders	Assistant Principal & Facilities staff	Goal: 100% of classrooms have fully functional blinds by June 2017.

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Fremont Academy of Environmental Science and Innovative Design Student Conduct Code**

**Conduct Code Procedures**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS**

We want our students to develop a sense of values and to become:

- Caring
- Honest
- Responsible
- Well mannered and courteous
- Respectful
- Knowledgeable of right and wrong
- Fair
- Positive in outlook
- Compassionate
- Self-disciplined

**BELIEFS**

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations for Parents

Assure that your child is in school and on time each day.

Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)

Be responsible for the pupil's behavior.

Teach the pupil respect for the law and the rights of others.

Visit your school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-discipline.

Monitor your child's electronic devices

#### Expectation for Teachers

Provide learning experiences appropriate for each student.

Consistently enforce classroom rules and district rules and policies.

Communicate on a regular basis with parents concerning their child's progress.

Be available to parents for conference.

Continually improve professional competencies in matters of student control and discipline.

Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

Monitor students electronic devices when used in the class room

#### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor classroom, school and district rules and policies.

Counsel with students and parents regarding disciplinary matters.

Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.

Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

Attend school regularly.

Be on time.

Be prepared for class.

Treat others with respect, care and consideration.

Promptly obey school authorities without argument.

Conserve and protect school and private property.

Engage in activities without "body contact."

Obey all school, playground, etc. rules.

Use appropriate language.

Follow district/school dress code standards.

Use class time wisely.

Work quietly without disturbing others.

Respect the rights of others.

Complete all assignments on time.

Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May be Disciplined for the Following Reasons:

##### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.

(c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))

2. Brandishing a knife as defined in Education Code 48915(g) at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.

4. Committing or attempting to commit a sexual assault.

5. Possession of an explosive.”

- Consequences
- Positive Reinforcements
- Incentives are used to promote exemplary student conduct.
- School rules and procedures implementation responsibilities
- Evaluation and feedback methods
- Summary

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;

While going to or coming from school;

During the lunch hour whether on or off campus;

During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

Deliberate littering of school premises;

Chewing gum while at school;

using cellular telephones or electronic devices inappropriately;

Not adhering to the school dress code;

Making bomb threats or false fire alarms;

Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;

Habitual tardiness/truancy;

Forging parents' signatures or school documents (CAC 306).

#### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

Procedures to ensure a safe school environment include:

Review plan with staff in Fall.

Review and update plan through regularly scheduled Safety Committee meetings.

Review plan with School Site Council and ELAC in December-January.

Complete annual Safe School Plan in December-January.

**Safety Plan Appendices**



**Emergency Contact Numbers**

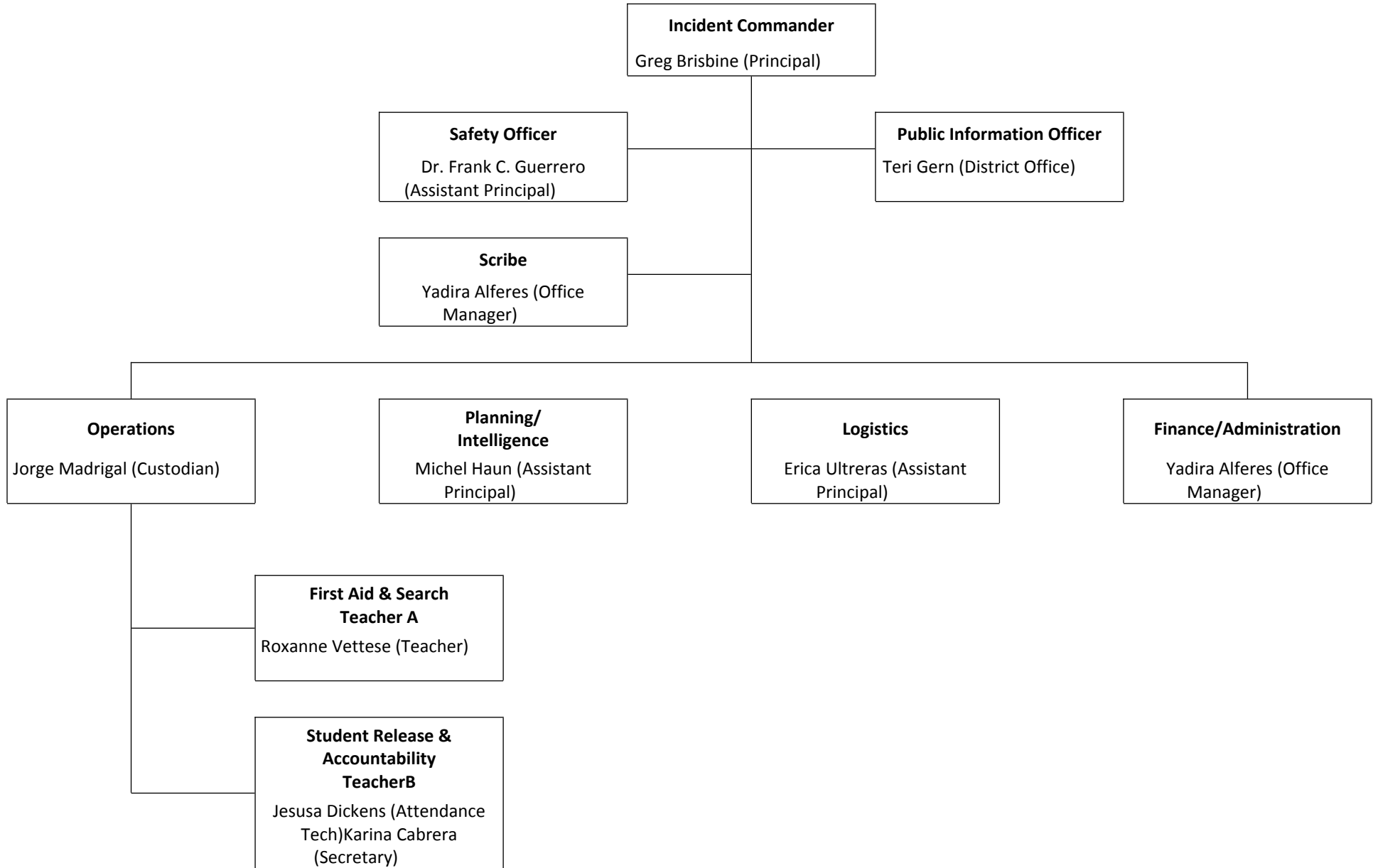
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Review plan with staff in Fall.	September-October	
Review and update plan through regularly scheduled Safety Committee meetings.	Meet once per trimester.	
Review plan with School Site Council and ELAC in December-January.	December 2016-January 2017	
Complete annual Safe School Plan in December-January.	December 2016-January 2017	

**Fremont Academy of Environmental Science and Innovative Design Incident Command System**





## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus. If possible, the campus custodian may assist in securing the animal from becoming harmed or hurt anyone. The animal may be confined to a secured area until it is removed from the campus by animal control.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown
4. Call Superintendent's Office (487-3918)
5. Lock all doors and windows with students inside classrooms.
6. Close all blinds/curtains. Classroom lights should be turned off.
7. Assemble students in one area of the classroom
8. Establish a command post
9. Follow the directions of law enforcement
10. At the direction of the police, signal all clear with a bell, an announcement or written message.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1). Direct all students and staff to remain indoors.
  - 2). Direct all heating and ventilation systems to be shut down.
  - 3). Direct that all windows be closed.

### **PESTICIDE EXPOSURE (Pesticide Drift)**

1. The principal will notify the Superintendent immediately.
2. Notify the Ventura County Agriculture Commission (805) 647-5931. Request an inspector be sent to the site immediately. If the Agricultural Commissioner's Office is closed (normal hours are 6:30 AM to 3:00 PM) call 911.
3. Notify all on campus After School/Day Care providers.
4. Notify all employees including Crossing Guards and volunteers.

5. Render first aid if necessary.
6. Until ordered to evacuate, assume that a shelter-in-place strategy will be employed and do the following:
  1. Direct all students and staff to remain indoors until it is safe or directed otherwise.
  2. Direct all heating and ventilation systems (HVAC) to be shut down.
  3. Direct all windows to be closed.
  7. Establish Command Post and implement the Incident Command System
    1. As word of the incident spreads, be prepared to release students to parents or guardians.
    2. Release students ONLY to a person listed on the emergency card.
  8. Contact Environmental Health Department at 654-2811 to gain their assistance in handling the emergency and so that they may put local physicians on alert for possible chemical exposure treatment.
  9. Contact the Fire Department for possible Hazardous Materials Team deployment.
  10. The decision to evacuate the site will be made by the Superintendent or his designee based on the recommendations of the principal and/or by competent civil authority.
  11. If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.
  12. Should the event occur at the start of the school day, notify the following of the emergency:
    1. District Office: 487-3918
    2. Facilities and Transportation: 385-1514
      - a. To alert bus drivers / crossing guards
      - b. Check safety of students at any affected bus stops and popular walking route to/from school.
    3. Police department
  13. If contamination is present after the school day, the district will notify after-school users holding permits (youth athletic teams, scout groups, community classes, etc.) of possible concern.

#### District Notification Requirements:

As soon as possible, after the immediate emergency has been controlled, the District/Site will contact the following:

1. Adjacent or nearby schools.
2. All other users of the campus, including after school clubs, scout groups, athletic teams, ROP's and Child Development Centers.
3. As much as possible, ideally on the day of the event, the District will supply parents/staff with the following information:
  1. Chemical involved, including how much and when the drift occurred.
  2. Possible symptoms and effects to be monitored with the suggestion that the child be seen by their physician if any symptoms occur. The physician should be advised by the parent of a possible chemical exposure.
  3. Mitigating actions (showering, bagging of clothing, etc.).
  4. Statement of campus safety.

#### Post Event Cleanup /Safety Procedures:

1. In most cases, a wash-down of playground equipment, outdoor tables, railings, pillars, doors, and drinking fountains with soap and water and a thorough rinsing will suffice. In some cases, steam and/or a high-pressure hose will also be effective. Ensure that run-off from the washing process does not contaminate playgrounds or other areas of the campus.
2. If indoor areas are exposed, soap and water are generally the preferred method to clean tables, counter tops and sinks.
3. Classroom animals should be monitored for any adverse effects.
4. All HVAC filters are to be changed.
5. Evaluate potentially contaminated material on the grounds (leafy debris, play sand, bark chips) for possible cleaning or removal.

#### Prior Notification:

1. The district and/or the principal shall notify all parents of the school by taking the following actions:
2. Post a notice at a central location on the outside of the school immediately after the district and/or principal receives notification of the pesticide application.
3. Place copies of the notice in the front office.
4. Send a written notice home to parents immediately after notification is received by the district and/or principal. ConnectEd will be used for communication purposes as well. Both the written notice and the posted notice shall include all information known by the district and/or principal, pertaining to the pesticide application, i.e. the chemical, the amount of the chemical, the timing of the application, and the method of application.
5. Requests must be made to the grower that all spraying be done outside of school hours, preferably during weekends, holidays and vacations when schools and fields are not in use.



6. All windows and doors are to be closed and locked.
7. All heating, ventilation and air conditioning systems (HVAC) are to be shut down.
8. Playground equipment/surfacing material (sand and/or bark) and outdoor tables are to be covered with tarpaulins.
9. Outdoor drinking fountains are to be covered with plastic.
10. All school/classroom animals are to be removed to safe areas.

After application:

1. Remove all tarpaulins and plastic covers.
2. Tarpaulins are to be cleaned and plastic discarded.
3. Wash down all playground equipment, outdoor tables and drinking fountains.
4. Monitor the site for any conditions which will require mitigation and respond accordingly.

For example, area of “standing water” should be removed or covered with clean sand. The principal will coordinate with Facilities and Operations and the District Office to assure that appropriate resources are available.

5. Refer to Post Event Clean-up Safety Procedures above for possible further actions.

### **Bomb Threat/ Threat Of violence**

#### **BOMB THREAT**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled “Bomb Threat Report” (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

#### **NUCLEAR ATTACK**

This section assumes a nuclear detonation away from our area and our area not affected by the blast itself. The main concern is radioactive fallout.

1. Establish a Command Post and implement the Incident Command System. Establish communications with the District Office.
2. Direct the Facilities Unit to begin locating food and water.
3. Assign personnel to begin protecting each building containing people from fallout. Place all objects possible between the blast area and your location. Any object you can utilize for this purpose will be beneficial.
4. Shut down all heating and ventilation systems.
5. Keep students in classrooms with their backs to the interior walls.
6. Take roll and report missing students to the Principal.
7. All personnel are to remain indoors unless performing duties as assigned.
8. Upon receiving the “all clear” release students.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### Procedure

##### Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will inform the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

#### **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus and given a site identification badge. A government issued picture ID (IE: drivers license) will be required.

6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. STUDENTS WITH DISABILITIES:**

1. Students with disabilities may need special assistance and instruction regarding falling debris. Additional drills may be needed and practiced to make certain the procedures are mastered.
2. Each disabled student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.

3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

## **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

## **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

## **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Noify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff. Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

## **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.

5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.

6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

**Emergency Evacuation Map**  
**Fremont Intermediate School**  
 1130 North M. Street Oxnard, CA 93030  
 805-385-1539

Portables 906-908 use Exit #3

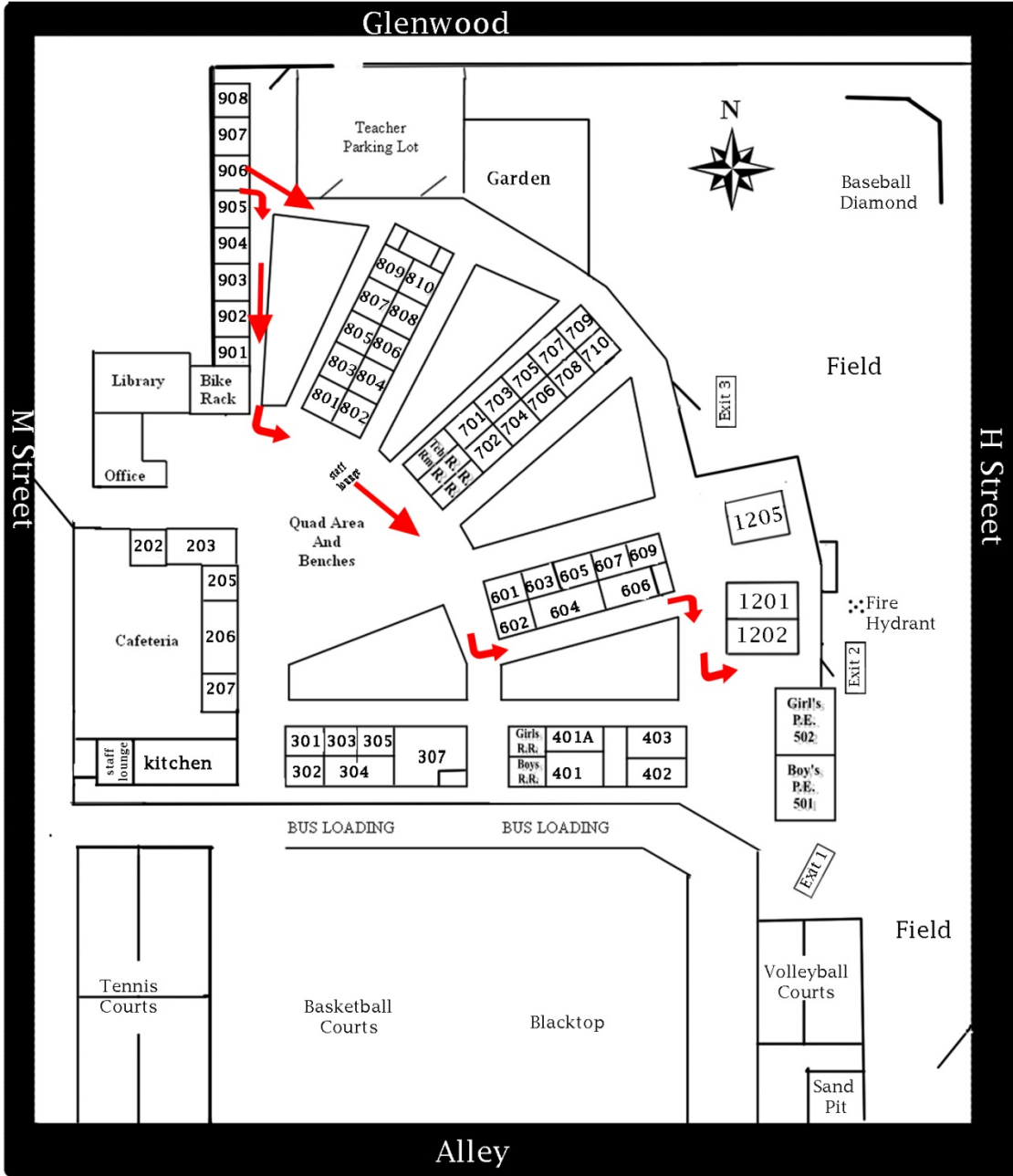
Portables 900-905 walk to flagpole and turn left past 600 Bldg. to use Exit #2

Building 700 and 800 use Exit #3

Building 600 and 1200 use Exit #2

Rooms 301, 303, 305, 401A and 403 use Exit #2

Rooms 302, 304, 307 401 & 402 exit along busalley to Exit #1




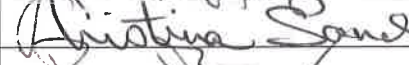


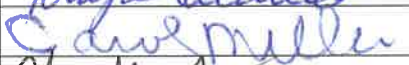





# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Norma Harrington Elementary School  
**CDS Code:** 56725386055297  
**District:** Oxnard School District  
**Address:** 451 E. Olive St.  
 Oxnard, California, 93033  
**Date of Adoption:** September 2016

**Approved by:**

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Cristina Sanchez	Office Manager		1-26-17
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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Norma Harrington Elementary School's office.

### **Safety Plan Vision**

Harrington School is a Professional Learning Community committed to the teaching of the California Content Standards to ensure the achievement of all students. We commit to providing a learning environment that is open to diversity and respectful. Our students are our future, and we commit to work together in partnership to bring about their ultimate well-being. At Norma Harrington we strive to create a safe and positive environment that supports learning by practicing Restorative Discipline both in the classroom and during unstructured time.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Norma Harrington Elementary School Safety Committee**

Luis H. Ramirez, Principal  
Cristina Sanchez, Office Manager  
Hugo Hernandez, Lead Custodian  
Pedro Rodriguez, School Resource Officer, OPD  
Carol Miller, Teacher  
Gail Warren, Teacher  
Hugo Alcala, ORC  
Irene Zavala, Counselor

### **Assessment of School Safety**

The OPD will conduct an annual safety assessment of school including the traffic in the morning and after school and report to staff. The Lead Custodian, and the principal will make monthly safety inspections. Any safety issues reported, or observed will be communicated to administration will be handled by the lead custodian through completed appropriate paperwork to correct problems as needed.

Safety committee will meet on a regular basis to review components of the plan.

Members of the safety committees such as Search and Rescue and First Aid will attend annual training provided by the District Office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

Update and evaluate program annually with input from students, staff, parents and community.

Simulate emergency evacuation drills as directed by the District Office.

Hold monthly fire and/or earthquake and lockdown drills.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

## **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)



#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

All students will be held to the Harrington School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school. The following will be strictly adhered to:

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V. Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process. Jewelry that is considered dangerous should not be worn.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

1. Clothes should be neat, clean, and reflect good taste and decency.
2. Apparel, which draws undue attention to the wearer, is inappropriate.
3. Shoes must be worn at all times. Sandals (unless for medical reasons), thongs, high-heels or platform shoes are not permitted for safety reasons.
4. Bare midriffs, beach wear, halter tops, see-through outfits, and tube tops are not permitted. Spaghetti strap tops or dresses are also not permitted.
5. For the sake of modesty dresses, skirts and shorts should be at least 14 inches long from the waist to the hem. Cut-offs, short shorts and skin tight work-out or bicycle-athletic shorts are not permitted.
6. Pants with holes, bib straps hanging, cut or ragged cuffs or pants with belt straps hanging are not appropriate school attire.
7. Shirts with beer, alcohol, drugs or tobacco slogans are not to be worn. This includes shirts with obscene pictures, drug emblems or objectionable language.
8. Oversized clothing or shorts below the knee worn with long white socks are inappropriate. Clothing considered gang attire may not be worn.
9. Hats may not be worn except for special activity days or sports activities.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Student drop off and pick up has been identified as a concern the school's physical environment. The front parking lot is for staff parking and should not be used as a drive through to drop off students. Additionally parents should not drive in the exit at the end of the school day to pick up their child. Students should walk on the sidewalk and within the crosswalk area. This information is also shared in assemblies and with the parents at parent meetings. Safety issues are also shared through Connect Ed.

Specific procedures include:

- No students are allowed on campus before 7:35 AM
- Only students that eat breakfast can enter the campus and go directly to the cafeteria at 7:35. (All TK and K students assemble in the designated areas in the front of the school for arrival and dismissal.)
- Students must enter and exit through the front of the school. Once permanent fence is installed in 2017, students will have a back gate on Gisler to enter through to alleviate congestion on Olive Street.
- Breakfast is served from 7:35- 7:50
- Students can go out to the playground at 7:50
- School begins at 8:00, there is a two minute warning bell at 7:58
- Harrington campus supervisors assist students at arrival and departure for safety

- Use caution during arrival and departure times, especially on Olive St. Be patient and safe. Do not play in, on or around stairs, and stairwells.
- Cross streets at designated cross walks
- Dismissal time is 2:19, (Wednesdays 1:17) park outside of the school when waiting for children.
- Teachers supervise classes as they are dismissed for a safe and orderly dismissal.
- Parking lots are for Harrington Staff Only

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

School wide positive behavior support

**Opportunity for Improvement:**

Harrington Elementary encounters many challenges with student behavior during unstructured time. Additional campus supervision and skill building for students to play harmoniously and resolve conflict is an on-going need.

Objectives	Action Steps	Resources	Lead Person	Evaluation
The Teachers and students will adhere to the Lesson One "Pledge for Success".	Recite Pledge for success, family time, and practice self-control time.	Program materials exist at school	Principal	Teachers lesson plans, grade level minutes
Staff will continue regularly scheduled, SSC, ELAC, PTA and other parent meeting to encourage parent involvement.	Schedule regular meetings	N/A	Principal	Agenda & Minutes
The principal will have positive behavior assemblies with students every trimester or as often as needed.	Schedule on the Master Calendar with Leadership Team input	N/A	Principal, Office Manager and School Leadership Team	Calendar
Students will be encouraged to participate in community events.(speech, art, athletics etc.)	Will distribute information to teachers and students	N/A	Principal and Leadership Team as well as corresponding school committee members	Representatives
CHAMPS protocols will continue to be developed for student safety.	CHAMPS trained staff members will develop school-wide protocols and instruct students on behavior expectations	District sponsored training through VCOE	CHAMPS Trained Staff Members	Development of CHAMPS protocols
Add supervision during unstructured student time (recess and lunch).	Adjust budget to add more hours of supervision.	Alignment of budget to add more campus supervision and training of staff members	Principal and Leadership Team	Number of Campus Supervisors and hours worked daily.

**Component:**

School's Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site based Response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Will assure that the campus is secure on a daily basis. Open campus has key points that need constant supervision.	Campus assistants will be assigned to gates during arrival and dismissal. Counsel/Train staff to use proactive supervision and visibility as a deterrent.	Alignment of budget to add more supervision and training.	Principal, Office Manager	Observation/Incident Reports
Will have the custodian walk the campus every morning to notice and report hazardous conditions.	Submit work orders to clerk as needed	D.O Support	Custodian	Observation/Work Orders
Will continue to ensure that visitors on campus sign-in in the front office and receive a decal signifying they have checked in.	Have sign and decals available in front office.		Office Manager	Sign in sheets
Newly added fencing provides a closed campus with all visitors only having access to school through main office.	Ensure signage directs all visitors to front office. Campus assistants to ensure this is followed.	Campus assistants. D.O to create signs	Administration and office manager	Sign in sheets

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site based responses (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Will have monthly drills to build staff and students resiliency.(fire, earthquake, lock down)	Schedule drills, coordinate with SRO when appropriate. Train teachers in-charge on fire drills, lock down and incident command protocols.	Site, OPD, D.O	Principal, Office Manager Designee	Calendar, bulletin/debrief, Teacher feedback
Ensure plan is reviewed and adjusted as needed	Provide opportunities to have plan reviewed by stake holders	School Site	Principal, SSC	Minutes from meetings, feedback from teachers and parent groups such as ELAC, PTA, OPD

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Norma Harrington Elementary School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**GOALS**

We want our students to develop a sense of values and to become responsible productive members of society.

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

**PHILOSOPHY**

A student’s education is dependent upon a “team” effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

**Expectations of Students**

- I will eat breakfast, arrive at school on time, be prepared to work, complete all assignments to the best of my ability, be respectful of others and their opportunity to learn.
- I will be responsible for my own behavior; that means following the classroom, school, and playground rules.
- I will follow the schools uniform/dress code policy.
- I will take care of all school materials, property and facilities.
- I will participate in extra learning opportunities as requested.

**Expectations for Parents**

- I will support the school and district homework, discipline, attendance, and uniform/dress code policies.
- I will spend at least 30 minutes daily in reading or study activities with my child & encourage him/her to complete their homework by providing a quiet place/time for study.
- I will make sure my child arrives to school on time, gets adequate sleep and has a healthy diet.
- I will attend at least one school evening function and parent conferences as requested.
- I will ensure that my child participates in academic interventions and support programs if my child is below grade level in reading, writing and/or math.

#### Expectation for Teachers

- I will teach a standards based instructional program and assign appropriate homework.
- I will provide instruction and assistance to address the individual needs of your child.
- I will communicate with you regularly regarding your child's progress and coordinate needed intervention.
- I will participate in providing a safe, positive and healthy learning environment for your child.
- I will participate in professional development to increase my teaching expertise.

#### Expectations for Administrators

- I will assure that all students will have equal access to a standards based curriculum.
- I will utilize all available resources to provide a safe, clean and healthy school environment.
- I will foster a climate of open and frequent communication between the home and school.
- I will promote the appreciation and value of language and cultural diversity.
- I will monitor program implementation and student results of the standards based curriculum.

Harrington School has a school-wide skills program that all students and staff are trained in called Lesson One. All staff and students are expected to recite and follow the pledge on a daily basis.

#### LESSON ONE

##### Pledge for Success

##### A Promise I Make to Myself

I will listen to what others have to say.

When I wait my turn to speak. I can hear what everyone has to say.

I will try my best.

Even when I make mistakes, I learn from them. The most important thing is to keep trying.

I will treat others the way I would like to be treated.

Pushing, fighting, bullying, name-calling, and treating others badly hurts them and hurts me.

I will respect the diversity of all people.

Whether we are the same or different on the outside, it's the person we are on the inside that counts.

I will remember that I have people who care about me in my family, school, and community.

Families, like schools and communities can be many sizes and made up of all kinds of people.

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#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May Be Disciplined for the Following Reasons:

a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or

- (3) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices during times when use is not allowed or to cause a disturbance
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements

Incentives are used to promote exemplary student conduct.

## SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES

Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

### **Conduct Code Procedures**

The goal of the teaching and support staff of Norma Harrington E.S. is to establish a system based on discipline and not punishment; this will be accomplished through Restorative Justice and Cultural Proficiency training. Our goal is to change behavior and establish a sense of community for our students and staff. Harrington E.S. is also using the CHAMP's protocol which allow us to work as a community to support the behavioral expectations for our students.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or



statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

**Safety Plan Review, Evaluation and Amendment Procedures**

Will be reviewed at the end of the school year to make adjustments as needed for the next school year.

**Safety Plan Appendices**

**Emergency Contact Numbers**

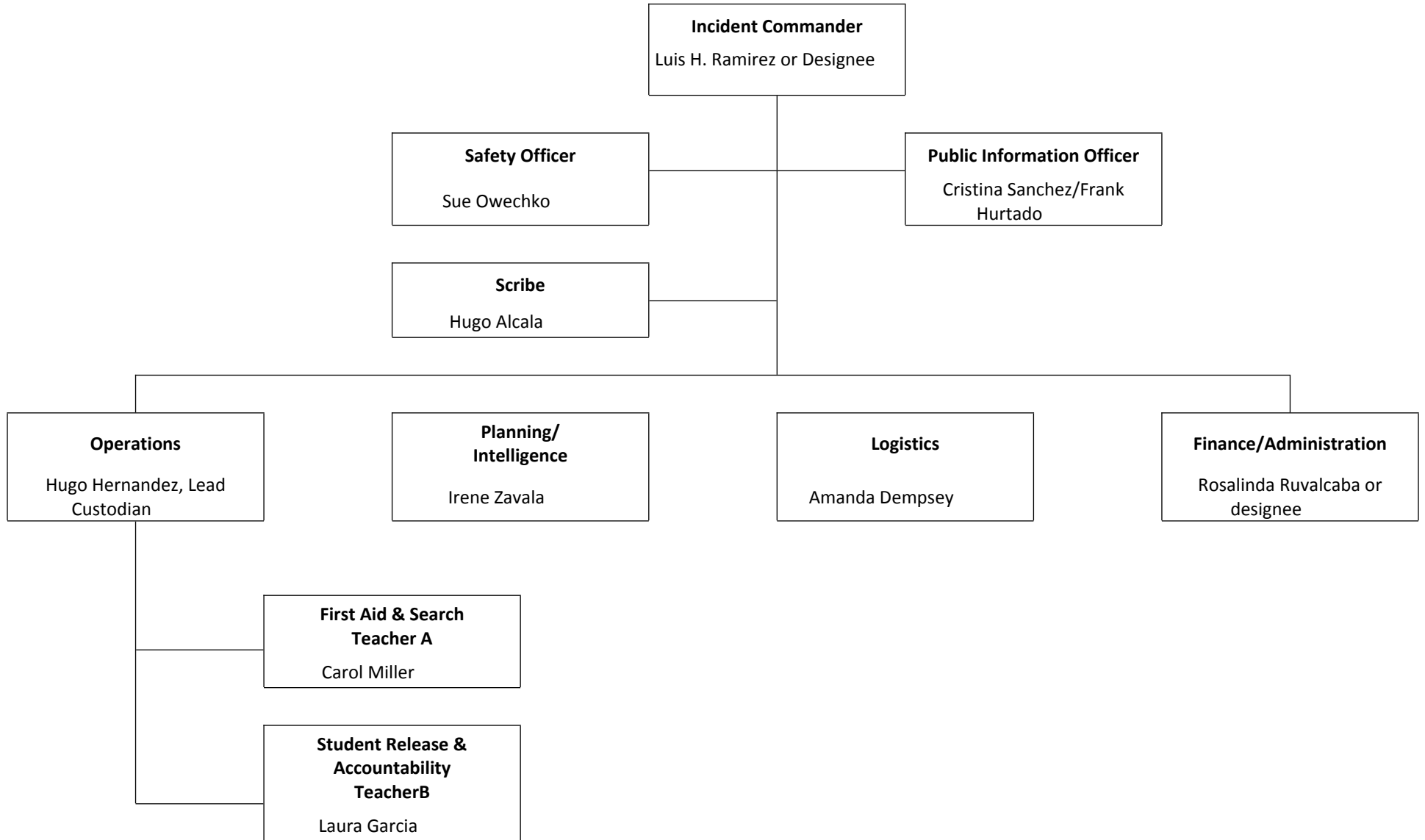
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	805-654-2311
Law Enforcement/Fire/Paramedic	Oxnard Police Department	911 from a land line; 486-1663 from cell phone	Non-emergency number (805) 385-7740
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Review plan with safety committee at each regular scheduled meeting. January/February review plan with Leadership Team, Safety Committee and School Site Council. Update plan by March of each year.	January 2017	Walked new campus with OPD SRO to receive input and guidance. Safety committee reviewed and offered feedback to plan. School Site Council provided input.
Chat with the Principal, ELAC	January 2017	Principal, Superintendent met with parents to discuss security issues with new campus and roles of additional campus assistants.

**Norma Harrington Elementary School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.



## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

This procedure should be implemented when the presence of a dog, coyote, mountain lion, or any other wild animal threatens the safety of students and staff.

#### **Procedure**

1. The School Administrator will initiate appropriate immediate response actions, which may include Lock Down or On-Campus Evacuation procedures.
2. Upon discovery of an animal, school staff should isolate students from the animal, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will be kept outside in an area away from the animal. It is best to close doors and lock gates as a means to isolate the animal.
3. If additional outside assistance is needed, the School Administrator will call 9-1-1 and provide the location of the animal and nature of the emergency.
4. The School Administrator will notify the District Superintendent of incident and keep District Superintendent apprised of the situation. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
5. If a staff member or student is injured, school medical personnel should immediately be notified. The parent or emergency contact of the injured person should also be immediately notified.
6. The School Administrator will initiate Off-Campus Evacuation procedures, if deemed necessary by changes in conditions at the school campus.
7. In the event that students need to be released from the school site, refer to Parent-Child Reunification procedures.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 or 2 procedures, depending on nature of threat
3. Remain on Lockdown until "All Clear" is declared by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.

2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1). Direct all students and staff to remain indoors.
  - 2). Direct all heating and ventilation systems to be shut down.
  - 3). Direct that all windows be closed.

#### PESTICIDE EXPOSURE (Pesticide Drift)

1. The principal will notify the Superintendent immediately, they will alert the Facilities and Transportation Department.
2. Notify the Ventura County Agriculture Commission (805) 647-5931. Request an inspector be sent to the site immediately. If the Agricultural Commissioner's Office is closed (normal hours are 6:30 AM to 3:00 PM) call 911.
3. Contact Environmental Health Department at 654-2811 to gain their assistance in handling the emergency and so that they may put local physicians on alert for possible chemical exposure treatment.
4. Contact the Fire Department for possible Hazardous Materials Team deployment.
5. Notify all on campus After School/Day Care providers.
6. Notify all employees including Crossing Guards and volunteers.
7. Render first aid if necessary.
8. Until ordered to evacuate, assume that a shelter-in-place strategy will be employed and do the following:
9. Direct all students and staff to remain indoors until it is safe or directed otherwise.
10. Direct all heating and ventilation systems (HVAC) to be shut down.
11. Direct all windows to be closed.
12. Establish Command Post and implement the Incident Command System
13. As word of the incident spreads, be prepared to release students to parents or guardians.
14. Release students ONLY to a person listed on the emergency card.
15. The decision to evacuate the site will be made by the Superintendent or his designee based on the recommendations of the principal and/or by competent civil authority.
16. If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.
17. Should the event occur at the start of the school day, notify the following of the emergency:
18. If contamination is present after the school day, the district facilities department will notify after-school users holding permits (youth athletic teams, scout groups, community classes, etc.) of possible concern.

#### District Notification Requirements:

As soon as possible, after the immediate emergency has been controlled, the District/Site will contact the following:

1. Adjacent or nearby schools.
2. All other users of the campus, including after school clubs, scout groups, athletic teams, ROPs and Child Development Centers.
3. As much as possible, ideally on the day of the event, the District will supply parents/staff with the following information:
4. Chemical involved, including how much and when the drift occurred.
5. Possible symptoms and effects to be monitored with the suggestion that the child be seen by their physician if any symptoms occur. The physician should be advised by the parent of a possible chemical exposure.
6. Mitigating actions (showering, bagging of clothing, etc.).
7. Statement of campus safety.

#### Post Event Cleanup /Safety Procedures:

1. In most cases, a wash-down of playground equipment, outdoor tables, railings, pillars, doors, and drinking fountains with soap and water and a thorough rinsing will suffice. In some cases, steam and/or a high-pressure hose will also be effective. Ensure that run-off from the washing process does not contaminate playgrounds or other areas of the campus.
2. If indoor areas are exposed, soap and water are generally the preferred method to clean tables, counter tops and sinks.
3. Classroom animals should be monitored for any adverse effects.
4. All HVAC filters are to be changed.
5. Evaluate potentially contaminated material on the grounds (leafy debris, play sand, bark chips) for possible cleaning or removal.

Prior Notification:

1. The district and/or the principal shall notify all parents of the school by taking the following actions:
2. Post a notice at a central location on the outside of the school immediately after the district and/or principal receives notification of the pesticide application.
3. Place copies of the notice in the front office.
4. Send a written notice home to parents immediately after notification is received by the district and/or principal. ConnectEd will be used for communication purposes as well. Both the written notice and the posted notice shall include all information known by the district and/or principal, pertaining to the pesticide application, i.e. the chemical, the amount of the chemical, the timing of the application, and the method of application.
5. Requests must be made to the grower that all spraying be done outside of school hours, preferably during weekends, holidays and vacations when schools and fields are not in use.
6. All windows and doors are to be closed and locked.
7. All heating, ventilation and air conditioning systems (HVAC) are to be shut down.
8. Playground equipment/surfacing material (sand and/or bark) and outdoor tables are to be covered with tarpaulins.
9. Outdoor drinking fountains are to be covered with plastic.
10. All school/classroom animals are to be removed to safe areas.

After application:

1. Remove all tarpaulins and plastic covers.
2. Tarpaulins are to be cleaned and plastic discarded.
3. Wash down all playground equipment, outdoor tables and drinking fountains.
4. Monitor the site for any conditions which will require mitigation and respond accordingly.  
For example, area of "standing water" should be removed or covered with clean sand. The principal will coordinate with Facilities and Operations and the District Office to assure that appropriate resources are available.
5. Refer to Post Event Clean-up Safety Procedures above for possible further actions.

**Bomb Threat/ Threat Of violence**

**BOMB THREAT**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

**NUCLEAR ATTACK**

This section assumes a nuclear detonation away from our area and our area not affected by the blast itself. The main concern is radioactive fallout.

1. Establish a Command Post and implement the Incident Command System. Establish communications with the District Office.
2. Direct the Facilities Unit to begin locating food and water.
3. Assign personnel to begin protecting each building containing people from fallout. Place all objects possible between the blast area and your location. Any object you can utilize for this purpose will be beneficial.
4. Shut down all heating and ventilation systems.
5. Keep students in classrooms with their backs to the interior walls.
6. Take roll and report missing students to the Principal.
7. All personnel are to remain indoors unless performing duties as assigned.

8. Upon receiving the “all clear” release students.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children’s safety.

#### **Procedure**

##### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 385-1501.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" by sounding long bell or giving evacuate classroom command by bull horn, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.

14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

Temporary disruption of regular school functions and routines

Significant interference with the ability of students and staff to focus on learning

Physical and/or psychological injury to students and staff

Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

#### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.

2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.



## Emergency Evacuation Map

Building 4

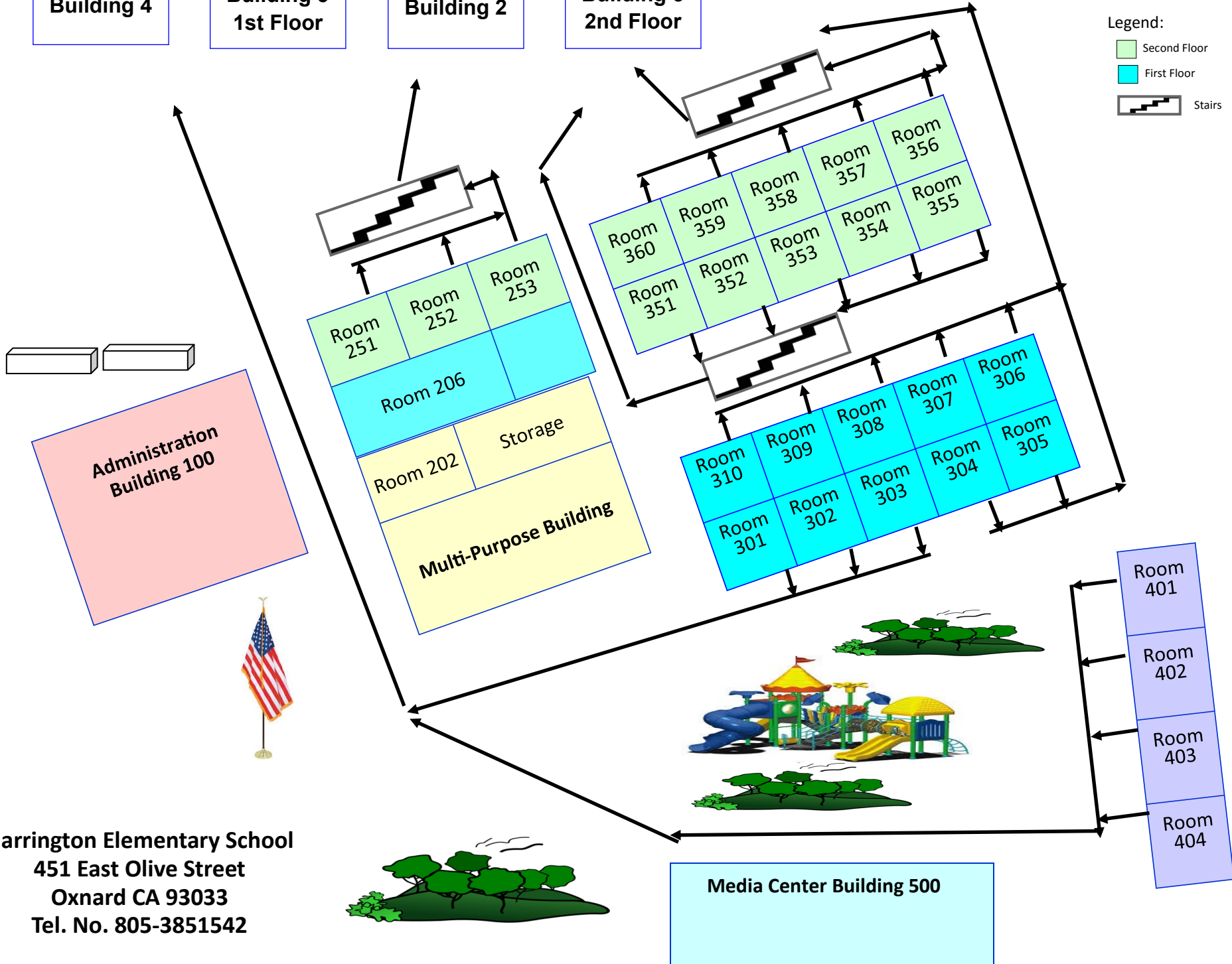
Building 3  
1st Floor

Building 2

Building 3  
2nd Floor

Legend:

- Second Floor
- First Floor
- Stairs



Gisler Avenue

**Harrington Elementary School**  
 451 East Olive Street  
 Oxnard CA 93033  
 Tel. No. 805-3851542








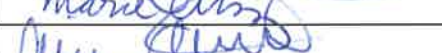


East Olive Street

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Richard B. Haydock Academy of Arts and Sciences  
**CDS Code:** 56725386055305  
**District:** Oxnard School District  
**Address:** 647 W. Hill Street  
 Oxnard, CA 93033  
**Date of Adoption:** January 18, 2017

**Approved by:**

Name	Title	Signature	Date
Dr. Edd Bond	Principal		1/18/17
Eduardo Guereña	Assistant Principal		1/18/17
Jona Moorghen	Assistant Principal		1/18/17
Officer John Mora	School Resource Officer		1-19-17
Suzanne Dempsey	OEA Representative		1/18/17
Monica Garcia-Napoles	OSSA Representative		1/18/17
Efrain Cazares	CSEA Representative		1/18/17
Marie Ambriz	Office Manager		
Erika Alstot	Teacher		1/18/17
Eric Steiner	Teacher		1/18/17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Richard B. Haydock Academy of Arts and Sciences's office.

### **Safety Plan Vision**

At Richard B. Haydock Academy of Arts and Sciences, we embrace the Oxnard School District vision, "Educate, Inspire, and Empower," and recognize that a safe school is paramount to our students' educational success. Our students' many talents and skills must continually be nurtured in a safe and supportive school environment. At Haydock we are empowering, inspiring, and motivating students to become creative and productive global citizens.

We believe all stakeholders deserve to feel safe and secure while at Richard B. Haydock Academy of Arts and Sciences. We will work to create and maintain a positive learning environment that ensures the physical, emotional, and mental well-being of our entire academic community.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Richard B. Haydock Academy of Arts and Sciences Safety Committee**

Dr. Edd Bond, Principal  
Eduardo Guerena, Assistant Principal  
Jona Moorghen, Assistant Principal  
Eric Steiner, Teacher  
Erica Alstot, Teacher  
Suzanne Dempsey, Teacher  
Robert Barajas, Lead Custodian  
Ofc. John Mora, School Resource Officer  
Marie Ambriz, Office Manager

### **Assessment of School Safety**

The School Resource Officer from the Oxnard Police Department conducted a security inspection with the assistant principal of the campus and made recommendations which were addressed by school personnel or by the district. A major consideration was to close the campus to all adults before school in the morning. This recommendation was put into effect with the new Closed Campus Policy which was instituted this school year.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and the assistant principal conduct a monthly safety inspection and submit reports to the District Office.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Oxnard Police Department and SRO are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws, and also monitor surrounding areas for student safety.

The Safety Committee will meet on a monthly basis to review all safety and security procedures and make any necessary recommendations and changes.

Additional campus assistants have been hired. Site level and district training has been provided to these individuals.

The monthly safety checks also provide information about any necessary changes.

Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

In order to ensure that students engage in safe behavior, the school utilizes the Olweus Bully Prevention program. The school rules are posted in the student agenda that every student receives. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. CHAMPs is used as the tier I behavior system with additional supports for tiers II and III.

Security has been increased by making the campus a Closed Campus. All students are dropped off at the main gate in the morning. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge.

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:



Ventura: KVTA 1520  
Los Angeles: KNX 1070  
Spanish: KTRO 1520

FM Radio Stations:  
Ventura: KHAY 100.7  
Los Angeles: KBIG 104.3  
Oxnard: KCAQ105

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

## **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

### **STUDENT DUE PROCESS**

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

### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

## REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

## DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

## NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

## Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.

- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

**MANDATORY RECOMMENDATION AND MANDATORY EXPULSION**

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee’s concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

**NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student’s suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

**PRINCIPAL’S DISCRETION IN RECOMMENDING EXPULSION**

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has “latitude of choice within certain legal bounds.” When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

**(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh, leggings are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Students may not wear clothing or hairstyles that will be disruptive to the educational process.

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

#### **SCHOOL HOURS**

The student day is from 8:45 am to 3:13 pm. Parents dropping students off at school should be aware that supervision IS NOT available before 8:15 am. School office hours are 7:30 am to 4:00 pm.

- Once arriving at school, students are to immediately come onto the campus and move to the cafeteria, quad, or library if there is time to spare until the first bell at 8:40 am. At 8:40 am all students are to proceed to their first period class. Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after-school activities are to leave campus immediately by walking or bus. Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the school. Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.

#### **CLOSED CAMPUS – LEAVING EARLY**

Haydock Academy of Arts and Sciences is a closed campus. Students must stay on campus from the time of arrival in the morning until dismissal at 3:13 pm. Students may leave campus during school hours if a written request from a parent or guardian has been approved. The request must state time, date, and reason for leaving campus. The Back Office Secretary will issue an OFF-GROUNDS-PASS once a request is approved. Off campus absences, which are not approved in advance, are UNEXCUSED and students will be subject to disciplinary action.

Under no circumstances should a student leave campus without permission.

Parent must check in at the office in order to pick up students who are leaving campus for appointments. Only parents and guardians listed on the Emergency card with an ID can sign out for a student leaving campus.

#### **TARDY / LATE POLICY**

- Be On Time to all your classes.
- Be at your first class before 8:45 am.
- If a student is late to class without an approved reason it is a behavior infraction.
- If a student is late in the morning (after 8:45 am), he/she must report to the back office for a late slip, and then quickly go to class.
- An “excused late” will be assigned when parents have called the school with a valid excuse such as a doctor or dentist’s appointment.
- Oversleeping, missing the bus, etc., are not valid reasons for an “excused late.”
- When a student is habitually late to school (more than 3 times), the back office staff will assign an Office Detention or other consequence.
- Truant Tardy is when students arrive to school 30 minutes late. When a student is determined to have a truant tardy he/she will be assigned an office detention, be placed on an attendance contract, and possibly receive a citation.

#### **EXCUSED ABSENCES**

These can only result from illness, medical/dental appointments, court appearances, or death in the immediate family. All other absences are considered unexcused. State law does not provide any financial assistance to schools when students are absent for any reason, including excused absences.

When a student is absent, parents are expected to call the school (385-1545) the same day of the absence.

#### RETURNING AFTER AN ABSENCE

1. Bring a dated note from parent(s) stating the reason for the absence, with your name, grade, date of absence, and parent signature.
2. Take the note to the Attendance Clerk prior to 8:20 am to avoid being late for class.
3. Receive a readmit slip to be signed by all of your teachers.
4. If a student leaves school early, a readmit slip must be picked up the following morning.

#### TRUANCIES (UNEXCUSED ABSENCES)

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.
4. Having excessive tardies.

If a student is habitually late or absent from school, various measures may be taken including regular assignment to Saturday School, an alternate school placement, and referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents. In all cases of truancy, students will be assigned an office consequence.

### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

School's Social (Climate) Environment

#### **Element:**

Positive Behavior Support

#### **Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Increase supervision before, during, and after school	Increase the number of Campus Supervisors or number of hours for CS	Discretionary Funds	Bond, Guarena, Moorghen and Officer Mora	Disciplinary data outside of classrooms
2) Cultivate additional community resources to help support our students who have issues with alcohol and drugs	Utilize PDAP program, Implement Friday Night Live after school program	TUPE Funds	Administration and Counselors/ORC	PDAP referral rate
3) Cultivate additional community resources to help support our students who have become involved in gang activity.	Utilize PDAP program	TUPE Funds	Administration and Counselors/ORC	PDAP referral rate
4) Encourage the appropriate use of technology on campus.	Conduct technology guidelines assembly Provide parent technology education Teach about responsible use and cyberbullying during advisory		Administration	Student survey data, Referral data for misuse of technology
5) Maintain the after-school STAR Program and the City of Oxnard Jaguar Athletic Program.		ASES funds	City of Oxnard	ASP attendance rate
6) CHAMPs Positive Behavior Support Plan	Provide training for teachers and staff	District funded	Garcia- Napoles, Ramirez, Trained Staff, Administration	Site level CHAMPs survey data

**Component:**

School's Physical Environment

**Element:**

School safety

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation
1) Update disaster supplies	Replace water Replace other expired supplies	Discretionary funds	Guerena, Bond, Moorghen, and Officer Mora	Supply inspection form
2) Replace missing or broken blinds in campus rooms	Survey rooms to determine repairs Obtain and install replacement blinds	Discretionary funds/ District	Administration and Custodial Staff	Safety inspection documentation
3) Ensure that restrooms are all in working order	Inspect facilities and repair where necessary	District funded	Administration and Custodial Staff	Work orders
4) Ensure sufficient wireless and radio reception throughout campus	Perform System Checks Increase Capability Where Necessary Upgrade radios if necessary	Discretionary funds	Administration	Radio checks
5) Ensure that there are no tripping hazards with doormats and floor runners	Inspect and replace doormats and floor runners if a safety hazard exists	Discretionary funds	Administration and Custodial Staff	Custodian and staff reporting
6) Establish and maintain a safe campus environment at night	Ensure that sufficient lighting exists at night Investigate the cost of installing/repairing school security cameras	District funded	Administration and Custodial Staff	Visual inspection by custodians

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site based response



Objectives	Action Steps	Resources	Lead Person	Evaluation
School site personnel should be prepared for various disasters	Conduct professional development regarding actions to be taken during a disaster	None required	Administration	Staff meeting agendas
School site personnel should be aware of their role in the school safety plan	Conduct drills and training in disaster preparation	None required	Administration	Lock down drill feedback forms

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Richard B. Haydock Academy of Arts and Sciences Student Conduct Code**  
PURPOSE

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

GOALS

We want our students to develop a sense of values and to become:  
Caring Honest  
Responsible Well mannered and courteous  
Respectful Knowledgeable of right and wrong  
Fair Positive in outlook  
Compassionate Self-disciplined

BELIEFS

School Vision and Mission  
Vision - Empowering, Inspiring, and Motivating Students to Become Creative and Productive Global Citizens  
Mission - We provide a safe, healthy, positive, and respectful environment where creativity, critical thinking, and responsibility are fostered in all students.

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

PHILOSOPHY

A student’s education is dependent upon a “team” effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

Students are expected to observe the 3 B’s- “Be Prepared, Be Safe, and Be Respectful.” By observing these basic guidelines, students will be able to focus on academic success and will help create a positive learning environment for all.

## Expectations of Students

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules and regulations.
- Be courteous and respectful to school personnel, fellow students and the public in general.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.
- Positive Behavior Support System (CHAMPS)

## Expectations for Parents

- Assure that your child is in school and on time each day.
- Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)
- Be responsible for the pupil's behavior.
- Teach the pupil respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

## Expectation for Teachers

- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

## Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

## Basic School Rules:

- Attend school regularly.
- Be on time.
- Be prepared for class.
- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.
- Conserve and protect school and private property.
- Engage in activities without "body contact."
- Obey all school, playground, etc. rules.
- Use appropriate language.
- Follow district dress/uniform standards.
- Use class time wisely.
- Work quietly without disturbing others.
- Respect the rights of others.
- Complete all assignments on time.
- Follow other rules which may be adopted in individual classrooms.

## Positive Behavior Support

- Monthly Awards Assemblies
- Attendance Awards
- Academic Awards
- Character Awards
- Sports Awards
- Most Improved Awards
- CHAMPS- Safe and Civil Schools
- Olweus Bullying Prevention Program-Weekly Meetings
- Opportunity Program
- The Ripple Effect

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May Be Disciplined for the Following Reasons:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - Committed or attempted to commit robbery or extortion.
  - Caused or attempted to cause damage to school property or private property.
  - Stole or attempted to steal school property or private property.
  - Possessed or used tobacco, or tobacco products.
  - Committed an obscene act or engaged in habitual profanity or vulgarity.
  - Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - Disrupted school activities or otherwise willfully defied the valid authority
  - Knowingly received stolen school property or private property.
  - Possessed an imitation firearm.
  - Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.
  - Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices during times when use is not allowed or to cause a disturbance
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

#### **Conduct Code Procedures**

##### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

#### SCHOOL RULES AND PROCEDURES: IMPLEMENTATION RESPONSIBILITIES

##### Expectations:

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

#### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The safety plan will be reviewed annually to determine if changes need to be made.

The safety committee will meet monthly and discuss any safety concerns to determine if changes need to be made prior to the annual review.

If the safety plan needs to be amended prior to the annual review, the safety committee will create an amendment to be attached to the safety plan.

The effectiveness of the safety plan will be evaluated via a variety of data. These data include police reports, suspension and expulsion data, William's facilities inspections, UCP reports, injury reports, etc.

**Safety Plan Appendices**

**Emergency Contact Numbers**

**Utilities, Responders and Communication Resources**

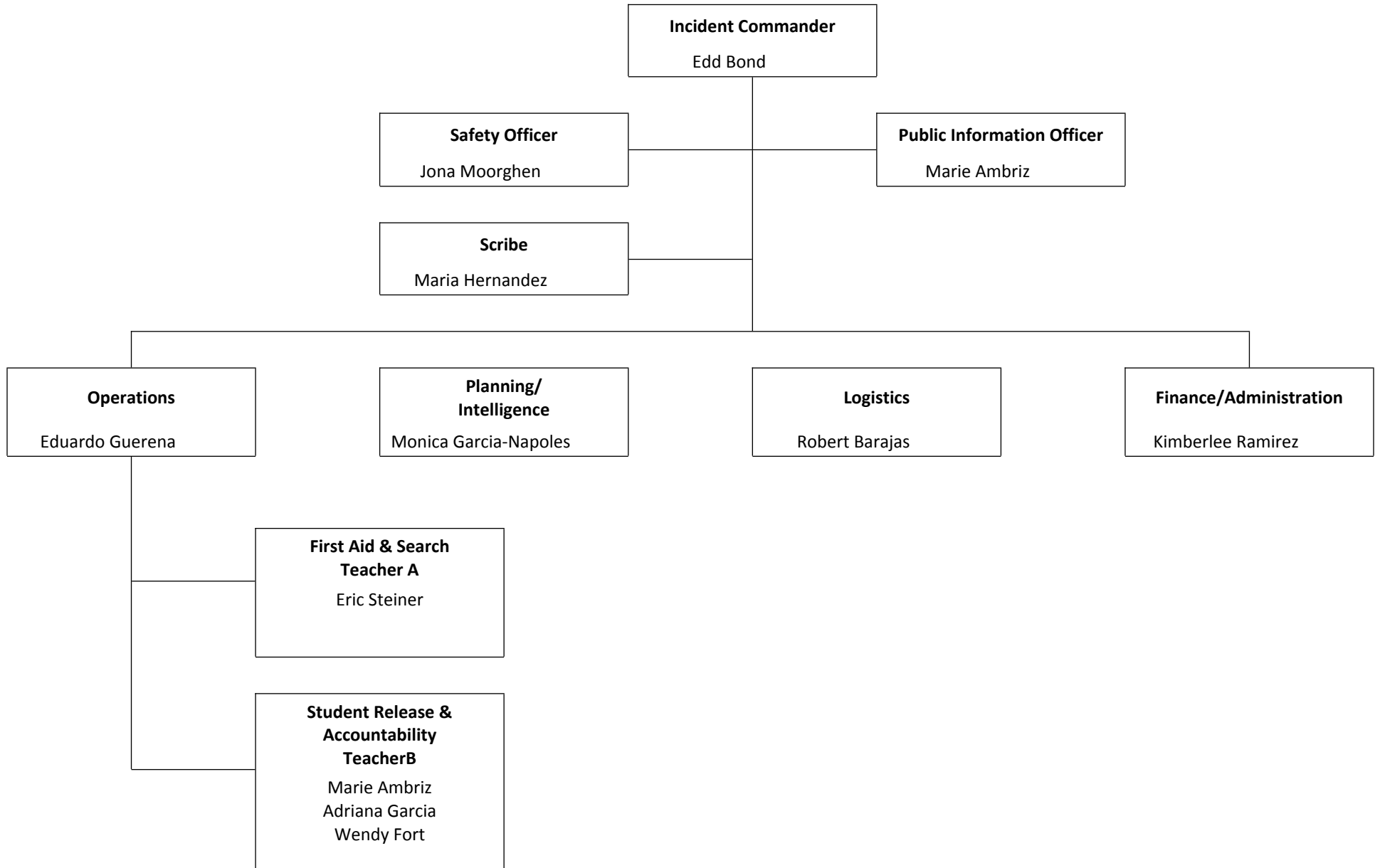
Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	



**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
September review with plan with staff. Review plan with safety committee at each regularly scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.	August 19, 2016 2:00 - 3:00pm	Review of District Emergency Operations Plan Oxnard School District Board Room <ul style="list-style-type: none"> <li>• District provided training on implementation of District and Site Emergency Operation Plan and Procedures.</li> </ul>
Site Administration Team Meeting	January 16, 2017 9:00am- 10:30am	Review of School Site Safety Plan Haydock Intermediate School Administrative team discussed the School Safety Plan Provided updates, and discussed the implementation
Site Leadership Team	January 16, 2017 3:15 - 5:00 pm	Review of Comprehensive Safety Plan Recommendations made.
ELAC	January 18, 2017 6:00 - 7:30 pm	Review of Safety Plan. Recommendations made.
School Site Council	January 18, 2017 4:30 - 6:00 pm	Review of Safety plan. Recommendations made.

**Richard B. Haydock Academy of Arts and Sciences Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present near, or on campus. If possible, the campus custodian may assist in securing the animal from becoming harmed or hurting anyone. The animal may be confined to a secured area until it is removed from the campus by animal control

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - a) Direct all students and staff to remain indoors.
  - b) Direct all heating and ventilation systems to be shut down.
  - c) Direct that all windows be closed.

### **PESTICIDE EXPOSURE (Pesticide Drift)**

1. The principal will notify the Superintendent immediately.
2. Notify the Ventura County Agriculture Commission (805) 647-5931. Request an inspector be sent to the site immediately. If the Agricultural Commissioner's Office is closed (normal hours are 6:30 AM to 3:00 PM), call 911.
3. Notify all on campus After School/Day Care providers.
4. Notify all employees including Crossing Guards and volunteers.
5. Render first aid if necessary.
6. Until ordered to evacuate, assume that a shelter-in-place strategy will be employed and do the following:
  - a. Direct all students and staff to remain indoors until it is safe or directed otherwise.
  - b. Direct all heating and ventilation systems (HVAC) to be shut down.
  - c. Direct all windows to be closed.
7. Establish Command Post and implement the Incident Command System.
  - a. As word of the incident spreads, be prepared to release students to parents or guardians.
  - b. Release students ONLY to a person listed on the emergency card.

8. Contact Environmental Health Department at 654-2811 to gain their assistance in handling the emergency and so that they may put local physicians on alert for possible chemical exposure treatment.
9. Contact the Fire Department for possible Hazardous Materials Team deployment.
10. The decision to evacuate the site will be made by the Superintendent/designee based on the recommendations of the principal and/or by competent civil authority.
11. If an evacuation order is imminent, move students and staff to a designated area. If evacuation is not imminent, students and staff should remain in classrooms.
12. Should the event occur at the start of the school day, notify the following of the emergency:
  - a. District Office
  - b. Facilities and Transportation
    - To alert bus drivers / crossing guards
    - Check safety of students at any affected bus stops and popular walking route to/from school.
  - c. Police Department
13. If contamination is present after the school day, the district will notify after-school users holding permits (youth athletic teams, scout groups, community classes, etc.) of possible concern.

#### District Notification Requirements:

As soon as possible, after the immediate emergency has been controlled, the District/Site will contact the following:

1. Adjacent or nearby schools.
2. All other users of the campus, including after school clubs, scout groups, athletic teams, ROPs, and Child Development Centers.
3. As much as possible, ideally on the day of the event, the District will supply parents/staff with the following information:
  - a. Chemical involved, including how much and when the drift occurred.
  - b. Possible symptoms and effects to be monitored with the suggestion that the child be seen by their physician if any symptoms occur. The physician should be advised by the parent of a possible chemical exposure.
  - c. Mitigating actions (showering, bagging of clothing, etc.).
  - d. Statement of campus safety.

#### Post Event Cleanup /Safety Procedures:

1. In most cases, a wash-down of playground equipment, outdoor tables, railings, pillars, doors, and drinking fountains with soap and water and a thorough rinsing will suffice. In some cases, steam and/or a high-pressure hose will also be effective. Ensure that run-off from the washing process does not contaminate playgrounds or other areas of the campus.
2. If indoor areas are exposed, soap and water are generally the preferred method to clean tables, counter tops and sinks.
3. Classroom animals should be monitored for any adverse effects.
4. All HVAC filters are to be changed.
5. Evaluate potentially contaminated material on the grounds (leafy debris, play sand, bark chips) for possible cleaning or removal.

#### Prior Notification:

1. The district and/or the principal shall notify all parents of the school by taking the following actions:
  - a. Post a notice at a central location on the outside of the school immediately after the district and/or principal receives notification of the pesticide application.
  - b. Place copies of the notice in the front office.
  - c. Send a written notice home to parents immediately after notification is received by the district and/or principal. ConnectEd will be used for communication purposes as well. Both the written notice and the posted notice shall include all information known by the district and/or principal, pertaining to the pesticide application (i.e. the chemical, the amount of the chemical, the timing of the application, and the method of application).
2. Requests must be made to the grower that all spraying be done outside of school hours, preferably during weekends, holidays and vacations when schools and fields are not in use.
3. All windows and doors are to be closed and locked.
4. All heating, ventilation and air conditioning systems (HVAC) are to be shut down.
5. Playground equipment/surfacing material (sand and/or bark) and outdoor tables are to be covered with tarpaulins.
6. Outdoor drinking fountains are to be covered with plastic.
7. All school/classroom animals are to be removed to safe areas.

After application:

1. Remove all tarpaulins and plastic covers.
2. Tarpaulins are to be cleaned and plastic discarded.
3. Wash down all playground equipment, outdoor tables and drinking fountains.
4. Monitor the site for any conditions which will require mitigation and respond accordingly.  
For example, area of "standing water" should be removed or covered with clean sand. The principal will coordinate with Facilities and Operations and the District Office to assure that appropriate resources are available.
5. Refer to Post Event Clean-up Safety Procedures above for possible further actions.

## **Bomb Threat/ Threat Of violence**

### **BOMB THREAT**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

### **NUCLEAR ATTACK**

This section assumes a nuclear detonation away from our area and our area not affected by the blast itself. The main concern is radioactive fallout.

1. Establish a Command Post and implement the Incident Command System. Establish communications with the District Office.
2. Direct the Facilities Unit to begin locating food and water.
3. Assign personnel to begin protecting each building containing people from fallout. Place all objects possible between the blast area and your location. Any object you can utilize for this purpose will be beneficial.
4. Shut down all heating and ventilation systems.
5. Keep students in classrooms with their backs to the interior walls.
6. Take roll and report missing students to the Principal.
7. All personnel are to remain indoors unless performing duties as assigned.
8. Upon receiving the "all clear," release students.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.

2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

#### **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.
3. Inform teachers and staff of the emergency situation. If necessary, signal a “Lockdown”.
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (i.e. driver’s license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal “all clear.”



## **Earthquake**

### **A. IF INSIDE A SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK, COVER, AND HOLD." Stay inside the building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Evacuate the building after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to the principal/designee.
8. The principal/designee is to establish a command post, assess damage, activate search team, and activate the incident command system.
9. Activate a buddy system; determine the needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires, and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees.
2. The bus driver will issue the command, "DROP – TAKE COVER."
3. Turn off ignition and set brakes.
4. Wait until the earthquake is over.
5. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. "DUCK, COVER, AND HOLD" command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.

6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate the building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at a safe distance from the fire/fire-fighting equipment.
4. Assist the disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as EVACUATION OF THE SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials, and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.

- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.

6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

**Emergency Assembly Area**

**Track**

**Basketball Courts**

<b>Boys' P.E.</b> 1217	<b>Girls' P.E.</b> 1223
<b>Weight Room</b>	<b>Exercise Room</b>

**Tennis Courts**

**Quad**

**Library**

**Office**

**Cafeteria**

**Flagpole**

**Parking Lot**

**Pre-School**

**Alley**

1605

1604

1603

1602

1601

1011

1010

1007

1005

1001

910 911

909

908

905

801 802

701 702 703 704

601 602 603 604 605

501 502 503 504 505

401 402 403 404 405

301 302 303 304 305

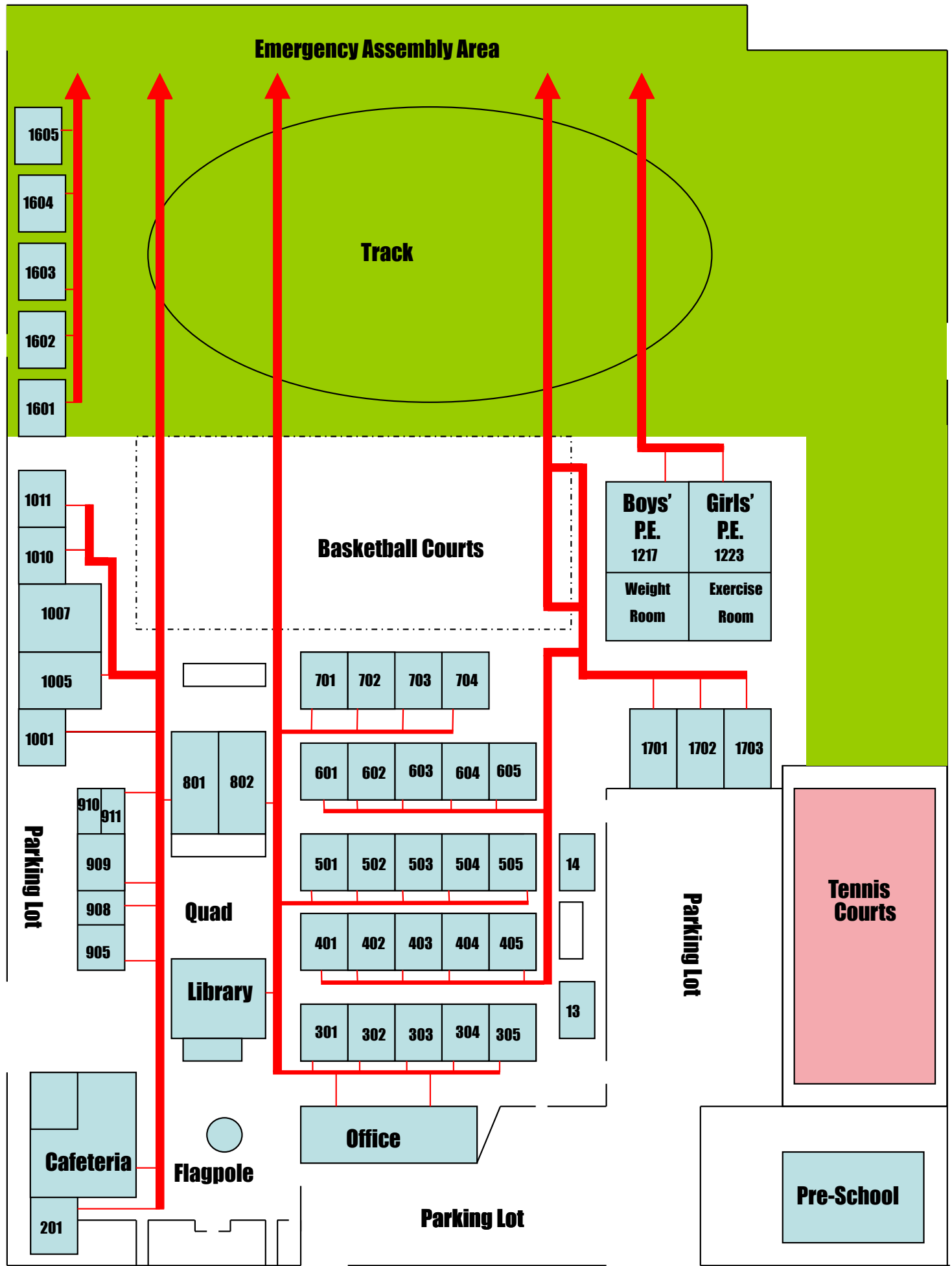
1701 1702 1703

14

13

201

**Hill Street**

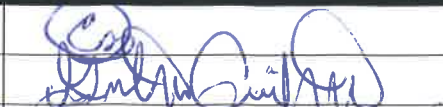









# Comprehensive School Safety Plan SB 187 Compliance Document

**2016-17  
School Year**

**School:** Kamala/San Miguel School  
**CDS Code:** 567253860539  
**District:** Oxnard School District  
**Address:** 634 West Kamala Street  
 Oxnard, California 93033  
**Date of Adoption:** February 15, 2017

**Approved by:**

Name	Title	Signature	Date
Christine McDaniels	Principal		1-24-17
Greta Culty	Assistant Principal		1-18-17
Rosario Villalpando	Assistant Principal		1-18-17
Mario Torres	Resource Specialist		1-18-17
Nidia Mejia	Jr. High Math Teacher		1/18/17
David Carter	Jr. High P.E. Teacher		1/18/17
Brennan Pope	TOSA Academic Coach		1-18-17
Officer John Mora	OPD SRO		1-18-17
Anthony Taitai	School Site Council President		1-23-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Kamala/San Miguel School's office.

### **Safety Plan Vision**

We, the dedicated teachers of Kamala and San Miguel, are committed to reaching the needs of all our students; whatever it takes. By meeting the diverse needs of our students we will educate, challenge and empower our students to compete as productive members of our society. We realize that we must work together, be supportive and flexible with each other in order to meet Kamala's students' needs and provide them with a successful learning environment. This year we will use data analysis to guide our instruction and interventions to see what is working and what is not. We will implement the Response to Intervention model to provide extra support to students who do not respond well to regular classroom instruction and Tier I interventions. Kamala teachers are committed to the full implementation of state adopted materials, intervention programs and California Common Core grade level standards. We believe following these commitments will help us reach our goals.

We also realize that in order to provide students with a successful learning environment, we must implement a safe school plan.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Kamala/San Miguel School Safety Committee**

Christine McDaniels, Principal  
Greta CUILTY, Assistant Principal  
Rosario Villalpando, Assistant Principal  
Mario Torres, Resource Specialist  
Nidia Mejia, Jr. High Math Teacher  
David Carter, Jr. High P.E. Teacher  
Brennan Pope, TOSA Academic Coach  
Wendy Marinez, School Counselor  
Officer John Mora, Oxnard Police Department  
Mary Truax, Manager of Special Education and Pre-School Services

### **Assessment of School Safety**

Officer John Mora and the principal met and conducted a safety assessment. Following the safety assessment, Officer Mora met with the staff to debrief the assessment. The staff was advised to focus on environmental clues when arriving and departing campus to assess if there is a threat or not. Officer Mora and the principal will meet with Kamala and San Miguel staff annually to review school safety. Safety committee met and discussed procedures to follow by staff and students during emergencies.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

Oxnard Police Traffic division work with the principal regularly to determine the safety of students at Kamala and San Miguel Schools during high traffic volume times.

Meet regularly with Director of Transportation to discuss safety issues for San Miguel and Kamala students being bussed to school. School campus is locked. Adults entering campus must be listed on student emergency card and must show I.D. to pick up students from school.

Lead Custodian to conduct monthly safety inspections of site and put in appropriate paperwork to fix problems as they occur.

Following monthly safety checks, input is given to staff.

Monthly drills are conducted for one or more of the following: Fire, Lockdown, Evacuation, and Earthquake.

Administrator, Lead Custodian, and Safety Committee review safety plan after each drill and make necessary recommendations and changes.

Staff and administrators are continuously supervising and monitoring school campus throughout the school day to ensure safety.

Kindergarten, 1st, 7th and 8th grade students are escorted by a campus supervisor or staff member to and from office at any time during the day.

Annual inventory of emergency equipment, classroom backpacks and buckets, is conducted by Safety Committee. Supplies are replaced as needed.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor

or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency.”

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.
- B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.
- D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.
- F. Emergency Announcements will be provided on the following radio stations.

**AM Radio Stations:**

- Ventura: KVTA 1520
- Los Angeles: KNX 1070
- Spanish: KTRO 1520

**FM Radio Stations:**

- Ventura: KHAY 100.7
- Los Angeles: KBIG 104.3
- Oxnard: KCAQ105

**Disaster Plan (See Appendix C-F)**

**Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### **GROUNDINGS FOR SUSPENSION AND EXPULSION**

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.

- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

##### **DRESS CODE:**

All students at Kamala and San Miguel Schools will be held to the Kamala and San Miguel dress code. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies:

Garments shall be sufficient to appropriately conceal undergarments at all times. (See through fabrics, halter tops, shoulder/low cut tops, short skirts or shorts shorter than mid-thigh and bare midriffs are prohibited.)

Articles of clothing, jewelry, accessories, and other personal items, shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug alcohol or tobacco advertising, which advocate racial ethnic, religious prejudice or are affiliated with gangs.

Metal accessories and jewelry that present a hazard to the health and safety are prohibited.

Oversized clothing is inappropriate and must not create a safety hazard during physical activity.

Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be worn.

Exceptions to dress code can only be made for medical, health reasons, and/or religious beliefs.

Dress code observes the following specifications:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Wearing of jeans or pants with rips in fabric must be worn with tights underneath.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Shirts should be tucked in and the seat of pants cannot sag.



8. Wearing of hoods from jackets or hoodies are prohibited on school grounds, except at discretion of administrators.
9. Wearing of spike earrings are prohibited.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

**Safe Ingress:**

All students will arrive at school before the first bell (7:55 a.m.) and dropped off at the main entrance by the school office. Parents will exit campus through the designated exits. No parent shall remain on campus after the second bell (8:05 a.m.). Kamala and San Miguel visitors must sign in at the school office and receive a visitor's pass before entering school campus. If any school personnel notices an unidentified person on campus without proper identification or visitor's pass, they must report it immediately to the school office. During ingress to San Miguel staff will meet buses to ensure students' safety when entering building. Kamala and San Miguel are closed campuses. After second bell, campus supervisor and staff will assure all gates that lead in to campus are locked, with exception of front gate that leads to main office.

**Safe Egress:**

All students will be dismissed by teachers at designated dismissal time and with teacher supervision. Parents are required to stop at office to sign out their child if leaving early. In case of emergencies, all staff will follow the appropriate evacuation procedures as listed in the Safe School Handbook. Teachers must be aware of all students that take school transportation and follow the schedule. During egress, San Miguel staff will escort students to buses and to parent pick up areas to ensure safe egress. Kamala and San Miguel are closed campuses. On minimum days, kindergarten students will be signed out by parents in the cafeteria, under supervision of teachers, administrator, and campus assistants. Parents, or other authorized adult per emergency card, must show ID before signing out kindergarten students.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site-based response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Regular safety drills for Kamala and San Miguel staff scheduled	Calendar of safety drills. Provide debriefing to staff following the drill.	Staff calendar and powerpoint	Principal and assistant principal	Submit District Safety Forms
Safety meetings to review procedures	Committee updated at beginning of year.	Principal SRO Safety Plan San Miguel representative	Principal	Safe School Plan Update
Continue to review facilities annual inspection to ensure safe egress and ingress	Hold inspection	Notes from inspections	Norma Magana Principal	Report from inspection.
Safe egress from San Miguel to Kamala during emergency drills	Monitor the egress during safety drills.	Campus supervisor schedule Gate assignment schedule	Principal Vice-Principal	Safety Form
Collaboration with the all Pre-schools at San Miguel School	Bi-annual meeting with directors of all pre-school programs ( Head Start, County, State Pre-school and San Miguel Special Ed Pres-school ) to discuss safety procedures at San Miguel. (Have gates locked at all times.)	Notes from meetings	Director of Pupil Services	Minutes of meetings
Campus Supervisor meetings to review safety procedures, concerns, and best practices	Monthly meetings	Meeting agendas Campus Supervisor playground reports	Principal Assistant Principals	Notes from meetings
Office Staff meetings to review protocols for student release	Monthly meetings	Agendas for meetings	Principal Assistant Principals	Notes from meetings

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site-based response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Kamala and San Miguel have all emergency materials needed for disasters.	Inventory and procure needed materials for disasters including storage containers and emergency backpacks.	A storage bin on each site Emergency supplies including first aide, search and rescue, food and water and medical supplies for special needs	Principal	Inventory of materials
Students will have access to medications at all times as possible.	Rolling medical cart for student medication needs at San Miguel.	Medical rolling cart	Risk Manager	Inventory of materials
Updated class rosters in each classroom emergency backpacks	Office Clerk will print monthly class rosters or update rosters as students enroll and give to teacher. Teacher will place in backpack	Class lists	Principal Office Clerk II Teachers	List is in backpack
Improve safety preparedness procedures	Use feedback data from disaster drills to reflect upon and improve emergency response procedures with Safety Committee.	Class rosters collected from disaster drills. Notes from safety meetings.	Assistant Principal	Feedback from disaster drills.

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Site-based response (see examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Anti-Bullying awareness for all students and staff.	School counselor to give anti-bullying presentations to classes as needed or requested.	School Counselor Anti-Bullying Program Materials	School Counselor Assistant Principal School Counselor	Ongoing. (Behavior reports) Feedback from teachers, parents and students.
SRO Anti-Bullying/ Social Media Presentation	SRO to present to 6th-8th Grade Classes	SRO School Counselor Assistant Principals	SRO	Ongoing
Positive Behavior Support Committee	Meet regularly with committee members to address behavior concerns or needs, and support CHAMPS implementation.	Committee members (teachers) Assistant Principals	Assistant Principal	Ongoing. Behavior reports.
CHAMPS positive discipline curriculum: Review implementation at Leadership meetings, with grade-level teacher representatives.	Review grade-level and school-wide implementation at Leadership, grade-level, and staff meetings.	Notes from Leadership, grade-level, and staff meetings. Behavior reports.	Principal Assistant Principals Grade-Level teacher representatives School Counselor	Ongoing. Behavior reports. Feedback from staff. Notes from leadership, grade-level, and staff meetings.
Positive School Climate	Implement CHAMPS behavior program. Assure all teachers are trained in CHAMPS. Cover CHAMPS at meetings with campus supervisors and other staff.	Notes from campus supervisor meetings. CHAMPS materials/handbook.	Principal Assistant Principals	Notes from meetings Behavior reports

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Kamala/San Miguel School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS**

We want our students to develop a sense of values and to become:

- Caring
- Honest
- Responsible
- Well mannered and courteous
- Respectful

Knowledgeable of right and wrong  
Fair  
Positive in outlook  
Compassionate  
Self-disciplined

#### BELIEFS

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

Provide a framework that helps students begin a course for career and college readiness.

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations of Students

Be regularly in school attendance and be on time for each class.

Know and obey school rules and regulations.

Be courteous and respectful to school personnel, fellow students and the public in general.

Behave in such a way that it does not disrupt the learning of others.

Respect public and private property.

Make best effort at all times.

#### Expectations for Parents

Assure that your child is in school and on time each day.

Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)

Be responsible for the pupil's behavior.

Teach the pupil respect for the law and the rights of others.

Visit your school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-discipline.

Utilize opportunities for tutoring and extra help for your child.

Utilize resources and support offered to promote student achievement.

#### Expectation for Teachers

Provide learning experiences appropriate for each student.

Consistently enforce classroom rules and district rules and policies.

Communicate on a regular basis with parents concerning their child's progress.

Be available to parents for conference.

Continually improve professional competencies in matters of student control and discipline.

Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor classroom, school and district rules and policies.

Counsel with students and parents regarding disciplinary matters.

Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.

Provide leadership that will establish, encourage and promote teaching and effective learning.

Basic School Rules:

Attend school regularly.

Be on time.

Be prepared for class.

Treat others with respect, care and consideration.

Promptly obey school authorities without argument.

Conserve and protect school and private property.

Engage in activities without "body contact."

Obey all school, playground, etc. rules.

Use appropriate language.

Follow district dress/uniform standards.

Use class time wisely.

Work quietly without disturbing others.

Respect the rights of others.

Complete all assignments on time.

Follow other rules which may be adopted in individual classrooms.

a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or

(3) Willfully used force or violence upon the person of another, except in self-defense.

r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.

s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.

t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.

u) Committed or attempted to commit robbery or extortion.

v) Caused or attempted to cause damage to school property or private property.

w) Stole or attempted to steal school property or private property.

x) Possessed or used tobacco, or tobacco products.

y) Committed an obscene act or engaged in habitual profanity or vulgarity.

z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.

aa) Disrupted school activities or otherwise willfully defied the valid authority

bb) Knowingly received stolen school property or private property.

cc) Possessed an imitation firearm.

dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.

ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.

s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

Expulsion Recommendations – Education Code

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

(a)(1) Causing serious physical injury to another person, except in self-defense.

(a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

(a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).

(a)(4) Robbery or extortion.

(a)(5) Assault or battery upon any school employee.

- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;

While going to or coming from school;

During the lunch hour whether on or off campus;

During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

Deliberate littering of school premises;

Chewing gum while at school;

Possessing -cellular telephones or electronic paging devices;

Not adhering to the school dress code;

Making bomb threats or false fire alarms;

Making threats of physical or psychological harm to students or staff.

Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;

Habitual tardiness/truancy;

Forging parents' signatures or school documents (CAC 306).

#### **Conduct Code Procedures**

##### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

##### Positive Reinforcements:

Incentives are used at Kamala school to promote exemplary student conduct. These include: Tiger Eyes tickets for Kindergarten to 5th grade, to be entered in monthly drawings for prizes at award assemblies; Front-of-the-Line Passes for 6th-8th grade, to be redeemed at lunchtime; Popsicle Flyers, for Kindergarten-6th grade classes, for observing rules while lining up; Pizza Parties for perfect attendance. Incentives are also used at San Miguel.

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.



## **Safety Plan Review, Evaluation and Amendment Procedures**

Each September, plan is reviewed with staff. Plan is reviewed at each safety committee at each Safety Committee meeting. In January, plan is reviewed with Leadership Team, Safety Committee, and School Site Council. Plan is updated by February of each year. Plan is then shared with staff and parents.

## Safety Plan Appendices

**Emergency Contact Numbers**

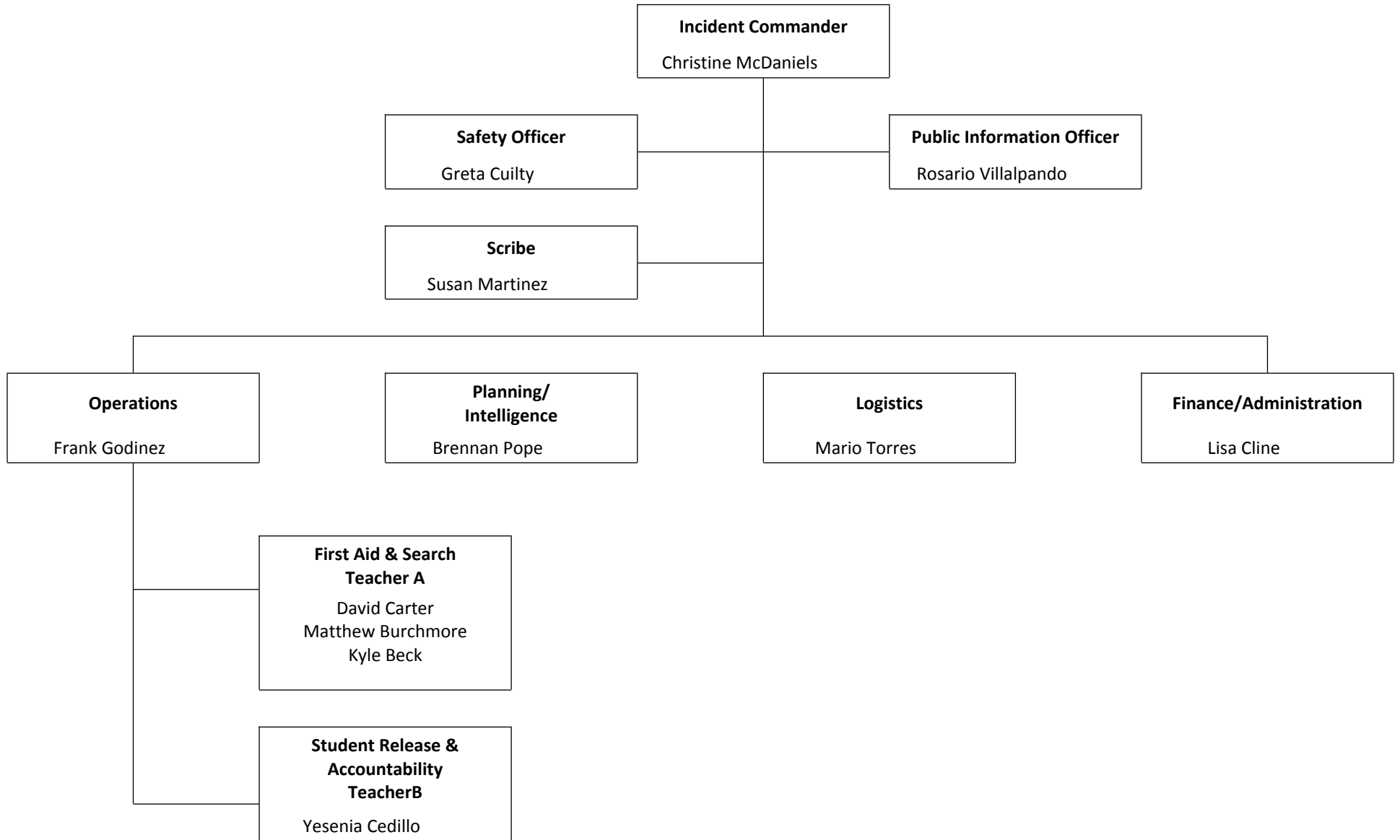
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
September review with plan with staff. Review plan with safety committee at each regular scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.		

**Kamala/San Miguel School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
2. Render first aid as necessary.
3. Teachers should take roll and report missing students to the office.
4. Assist emergency responders and coordinate activities accordingly.
5. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present near, or on campus. If possible, the campus custodian may assist in securing the animal from becoming harm or hurt anyone. The animal may be confined to a secured area until it is removed from the campus by animal control

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
4. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line by saying: "Sorry, I can't hear you." etc. and complete the form entitled "Bomb Threat Report" (see form following). Try not to cause concern on the part of your students. Pay close attention to the caller's words, voice, and any background noises. Ask the caller where the bomb is located, what it looks like, and when it's going to explode.
2. Contact the Office.
3. DO NOT use radios or cellular telephones.
4. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
5. Activate the Incident Command System; Hazard Control Unit.
6. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
7. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.



This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### Procedure

##### Scenario 1 – Earthquake

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### Scenario 2 – Serious Accident or Bus Fire

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

#### **Disorderly Conduct**

1. Inform the Office of the emergency situation
2. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
3. Do not release staff or students without authorization.
4. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
5. All students and staff are to remain in their respective classrooms and work areas.
6. Lock all doors and windows and close all window blinds or curtains.

7. Avoid window areas.
8. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When directed, evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Teachers are to take roll and report missing students to the office.

7. If possible to fight small fires without endangering life, do so.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the office.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

- . Notify the appropriate utility company and the District Office.

2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Noify the District Ofiice
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

#### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### Procedure

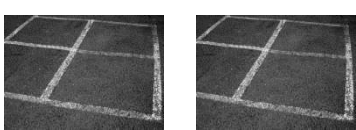
1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

#### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

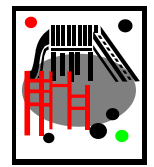
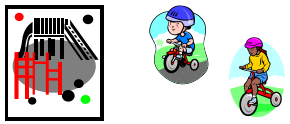
## Emergency Evacuation Map

<b>K- DLI Cortez</b> 602	<b>K- DLI Ayala</b> 601
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GRR-306	<b>1st SEI Reyes 305</b>	<b>1st DLI Ponce 304</b>	<b>1st DLI Calderon 303</b>	<b>1st SEI Wickenden 302</b>	<b>1st SEI Morales 301</b>
ST-308					
BRR-307					

 <b>Office</b> 101	SR	<b>HEALTH</b> 209
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<b>2nd DLI Magaña 405</b>	<b>2nd DLI Chavez 404</b>	<b>2nd SEI Paolini 403</b>	<b>2nd SEI Donner 402</b>	<b>2nd Gaspar 401</b>	GRR-406 ST-408 BRR-407
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<b>Cafeteria</b> 201
203 Kitchen

**1st Floor**

4th Burchmore 112	<b>K SEI Aranzazu 101</b>
4th Slattum 111	
4 De Mars 110	
4/5 Haupt 109	
5th Mason 108	<b>Common Room</b>
5th K. Lambert 107	<b>K- SEI Ratliff 102</b>
	<b>RR</b>
	<b>RR</b>
	<b>Speech 103</b>
	<b>Coach ORC 104</b>
	<b>Tech</b>
	<b>5th Fernandez Room 106</b>
	<b>5th Inglehart Room 105</b>

Lopez-508	BRR-506 GRR-507	<b>3rd SEI Galvan 505</b>	<b>3rd SEI Mead 504</b>	<b>3rd SEI Bragg 503</b>	<b>3rd TBE Bowe 502</b>	<b>3rd TBE Davila 501</b>
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GRR-807	BRR-806	<b>Kinder-SEI Shaw 805</b>	<b>Library 804</b>
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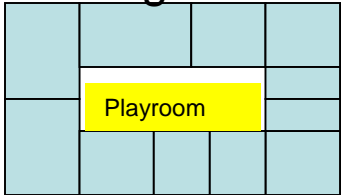


<b>LOUNGE</b> 209	<b>Workroom</b> 210
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<b>GIRLS P.E. Rosen</b> 1001
1002 <b>BOYS P.E. Carter/Williams</b>
6th <b>Berri</b> 1003

**Field**

**San Miguel**



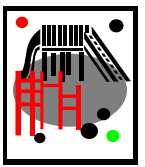
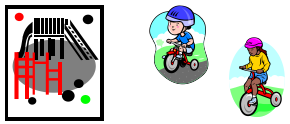
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- SM
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<b>K- DLI</b> Cortez 602	<b>K- DLI</b> Ayala 601
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GRR-306	<b>1st SEI</b> Reyes 305	<b>1st DLI</b> Ponce 304	<b>1st DLI</b> Calderon 303	<b>1st SEI</b> Wickenden 302	<b>1st SEI</b> Morales 301
ST-308					
BRR-307					

 <b>Office</b> 101	SR	<b>HEALTH</b> 209	
			SR



<b>2nd DLI</b> Magaña 405	<b>2nd DLI</b> Chavez 404	<b>2nd SEI</b> Paolini 403	<b>2nd SEI</b> Donner 402	<b>2nd</b> Gaspar 401	GRR-406 ST-408 BRR-407
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<b>Cafeteria</b> 201
203 Kitchen

**2nd Floor**

Lopez-508	BRR-506 GRR-507	<b>3rd SEI</b> Galvan 505	<b>3rd SEI</b> Mead 504	<b>3rd SEI</b> Bragg 503	<b>3rd TBE</b> Bowe 502	<b>3rd TBE</b> Davila 501
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GRR-807	BRR-806	<b>Kinder-SEI</b> Shaw 805	<b>Library</b> 804
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209	<b>LOUNGE</b>
210	<b>Workroom</b>

ELA 7 Avila 212	<b>Science LABS</b> Kingston	
SS 7 M. Burchmore 211		
Math 7 Mejia 210	Schur	
Math 8 Cortez 209	RR	
ELA 8 Godinez 208	6th Devine 203	6th Forrest 204
SS 8 Beck 207	Elev RSP 6-8	6th Scholbrock 206
		6th Ellingsor 205
		Custo dian

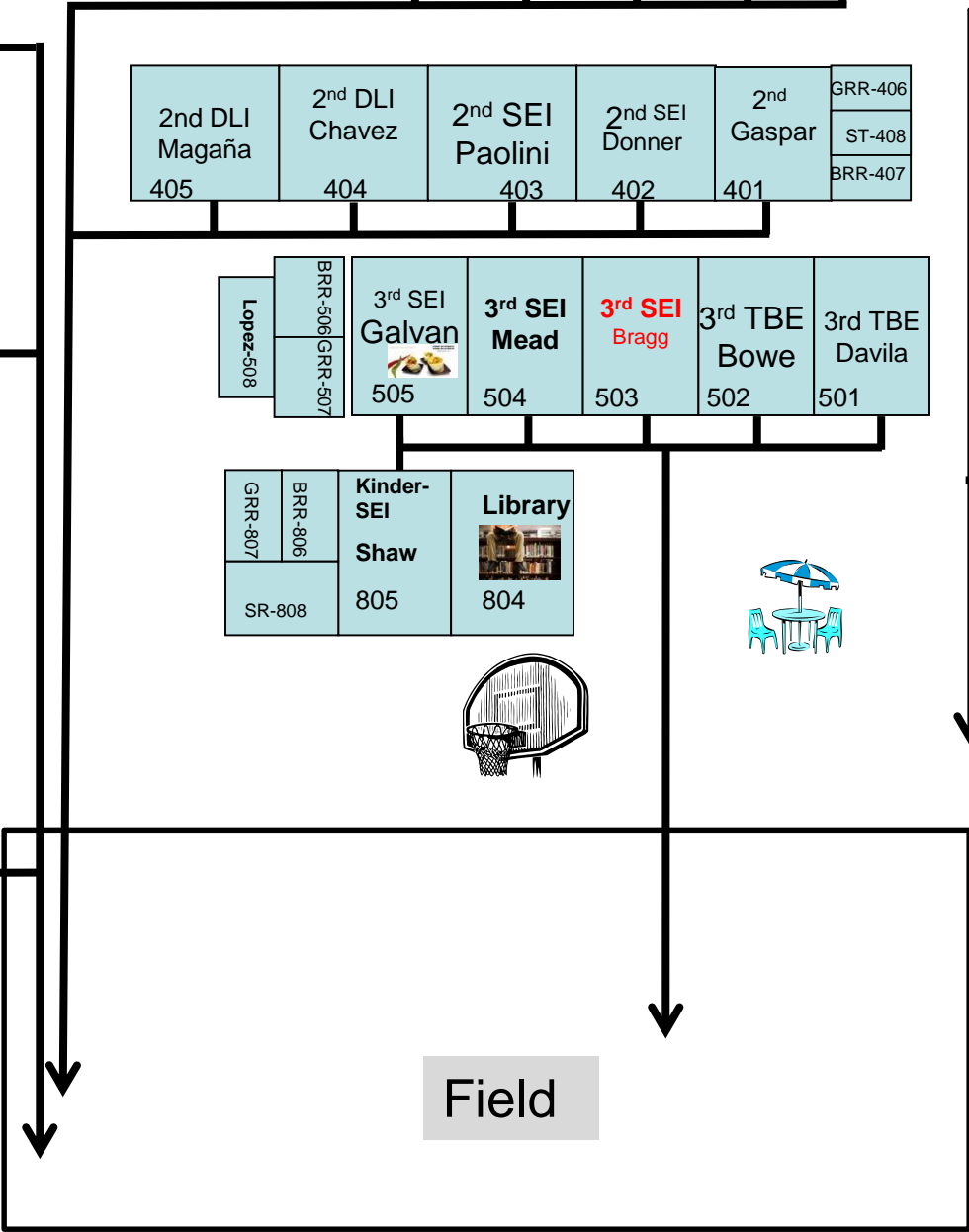
<b>GIRLS P.E.</b> Rosen 1001
1002 <b>BOYS P.E.</b> Carter/Williams
6th Berri 1003

**San Miguel**

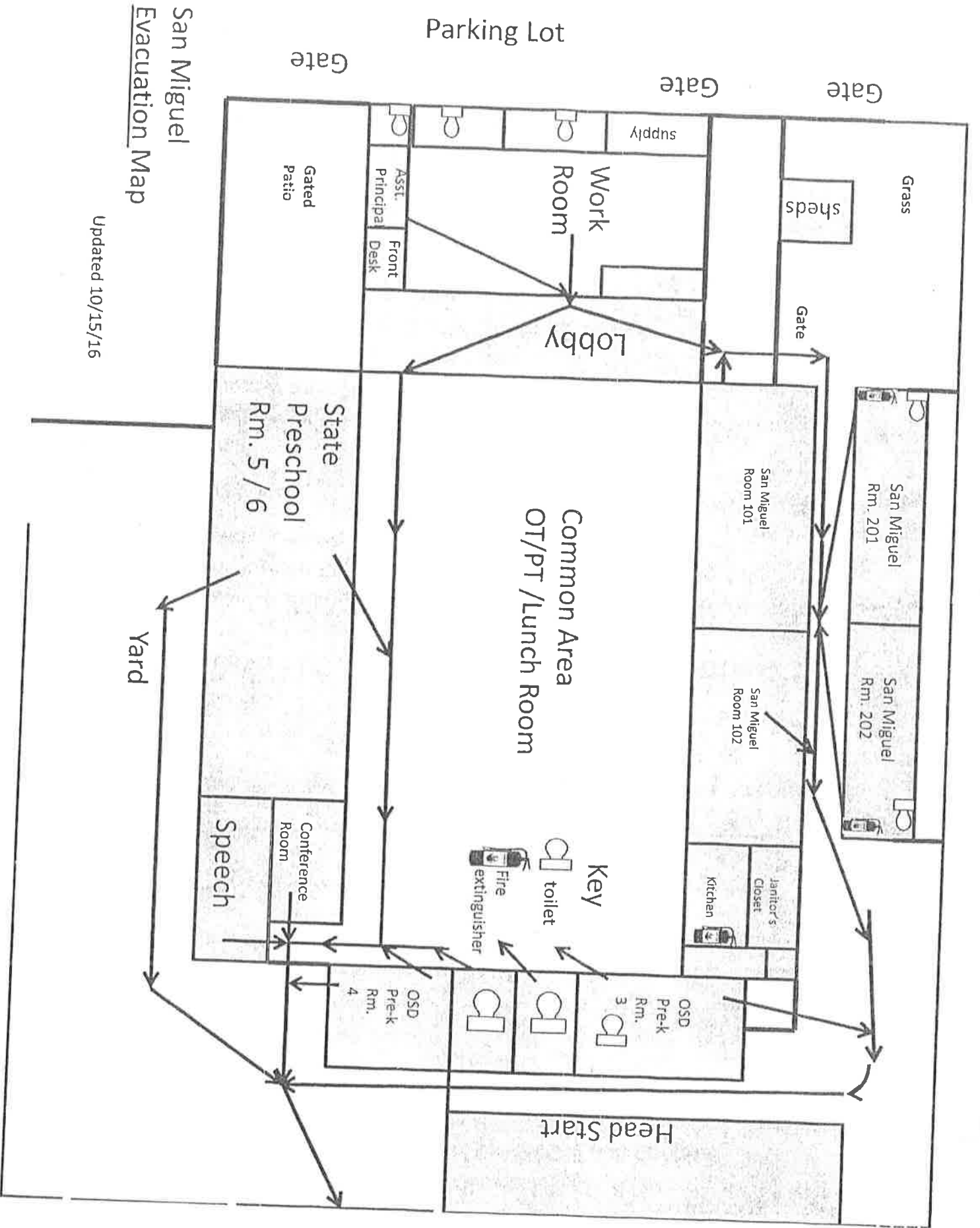

Playroom

SM

Field







San Miguel  
Evacuation Map

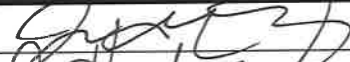
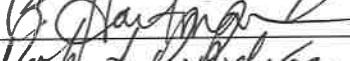


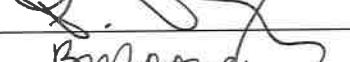
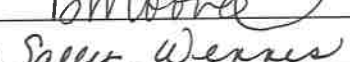
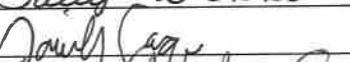




Updated 10/15/16

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Lemonwood K-8 School  
**CDS Code:** 56725386100333  
**District:** Oxnard School District  
**Address:** 2200 Carnegie Court  
 Oxnard, California 93033  
**Date of Adoption:** January 25, 2017

**Approved by:**

Name	Title	Signature	Date
Jessica Ruiz	Teacher, Safety Committee		1/26/17
Christina Hartman	Teacher, Safety Committee		1/26/17
Roberto Rodriguez	Teacher, Safety Committee		1/26/2017
Jesus Cahue	School Site Council President		1/26/2017
Pedro Rodriguez	School Resource Officer		1-26-17
Bethany Moore	Assistant Principal		1/26/17
Sally Wennes	Principal		1/26/17
Jamiely Sanqui	Teacher, Safety Committee		1/26/17
Tara Austin-Scott	Teacher, Safety Committee		1/26/17
Yolanda Hopkins	Teacher, Safety Committee		1/26/17
Alexander Warnick	Teacher, Safety Committee		1/26/17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Lemonwood K-8 School's office.

### **Safety Plan Vision**

At Lemonwood K-8 School, our vision and mission are intertwined to create future leaders by focusing on "Readers Today, Leaders Tomorrow." We strive to educate, inspire, and empower each student to become a successful and productive citizen in a culturally diverse 21st century.

We firmly believe that all children will learn and achieve their full potential when they are in a clean, safe, and secure environment.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Lemonwood K-8 School Safety Committee**

Pedro Rodriguez, School Resource Officer, OPD  
Bethany Moore, Assistant Principal  
Sally Wennes, Principal  
Jessica Ruiz, Teacher  
Christina Hartman, Teacher  
Roberto Rodriguez, Teacher  
Jamiely Sanqui, Teacher  
Tara Austin-Scott, Teacher  
Yolanda Hopkins, Teacher  
Alexander Warnick, Teacher

### **Assessment of School Safety**

California Healthy Kids Survey is administered every other year to fifth and seventh graders. Emergency drills are conducted on a monthly basis. The SRO participates in our lockdown drills. The SRO conducted a security inspection of the campus with the Principal at the beginning of the year. As a result, gates were widened for students to get through in the event of a lockdown. The Lead Custodian and the Principal conduct monthly inspections and follow-up with appropriate paperwork as needed. Administration, teachers, and campus supervisors monitor the morning drop-off and afternoon dismissal. Risk management from the district office conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made. Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office. The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The School Resource Officer from the Oxnard Police Department conducted a security inspection with the Principal of the campus and made recommendations which were addressed by school personnel or by the district. A major consideration was to close the campus to all adults before school in the morning. This recommendation was put into effect with the new Closed Campus Policy which was instituted for the second year.

Security has been increased by making the campus a Closed Campus. All students are dropped off at the main gates in the morning. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's pass. All visitors must sign in upon entering the campus and sign out upon leaving. In addition, gates are monitored by staff at all times by staff when open during arrival and dismissal times.

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws and maintaining the safety for pedestrians.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either by school or district personnel.

Through the William's Facility Inspection, any findings of need of replacement or repair are taken care immediate by the school's Lead Custodian or work orders are submitted to facility for repairs.

The Lead Custodian and the Principal conduct a monthly safety inspections. Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office Facilities Department.

The Safety Committee meets three times during the year to review all safety and security procedures and make any necessary recommendations and changes.

The safety checks also provide information about any necessary changes.

Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

In order to ensure that students engage in safe behavior, the school utilizes life skills expectations. All students are expected to follow the Three Bs: Be Responsible, Be Respectful, Be Safe Students. Teachers reinforce the rules in their classrooms with lesson presentations. All support staff continue with the expectation of modeling for students the Three Bs throughout the campus. Discipline is applied when the expectations are not adhered to. Students are also expected to follow CHAMPS behavior procedure as it is implemented school-wide. Discipline is applied when the expectations are not adhered to.

Monthly drills are conducted: Earthquake, Lockdown, Evacuation, and Fire Drills.

We conducted an annual inventory of emergency equipment and replaced supplies as needed, including emergency buckets and emergency classroom backpacks.

Staff and administration are continuously supervising and monitoring school campus throughout the day to ensure school safety.

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

### **Disaster Plan (See Appendix C-F)**

#### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

### **STUDENT DUE PROCESS**



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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the

information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

At Lemonwood K-8 School, we encourage all students to dress for success. Therefore, gang-related apparel is not allowed. Gang-related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process

All students at Lemonwood K-8 School will be held to the Lemonwood K-8 School dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

Students must observe a dress code that is in good taste of grooming, hygiene, and wearing clothing that meets acceptable standards of safety.

1. Shoes must be worn at all times. Thongs or backless shoes or sandals are not acceptable. Shoes with heels are not allowed on campus.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Students must not wear clothing or accessories (baseball caps) that refer to drugs, alcohol, tobacco, gang affiliations (i.e. sports teams, high socks, etc.), sex, violence or profanity.
5. Clothes shall be sufficient to conceal undergarments at all times. In addition, undergarments should be appropriate to support physical development. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midribs and skirts or shorts shorter than mid-thigh are prohibited.
6. Gym shorts may not be worn in classes other than during physical education.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Hair must not be cut in a style that distracts others from instruction, is "suggestive" has graphics of alcohol, drugs, or gang affiliations (Dallas Cowboys, Oakland Raiders, San Diego Chargers, White Sox, Dodgers, etc.).
8. Pants need to sit at the waist and the seat of pants cannot sag.
9. Shorts that stop between mid-calf and knees worn with long socks are considered gang attire and may not be worn.
10. Metal accessories and jewelry that present a hazard to health and safety are prohibited.
11. Oversized clothing is inappropriate and must not create a safety hazard during physical activity.
12. Exceptions to dress code can only be made for medical, health reasons, and/or religious beliefs.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the student's emergency card and will be followed accordingly.

## SCHOOL HOURS

Students in grades 1st -5th regular day is from 8:00 a.m. to 2:10 pm. Transitional Kindergarten and Kindergarten students begin class at 8:00 am to 1:17 p.m. Middle school students, grades 6-8th regular day is from 7:55 a.m. to 2:23 p.m. Students having breakfast at school may arrive by 7:25 a.m. Parents dropping students off at school should be aware that supervision is NOT available before 7:15 a.m. The main gate by the flag pole and the Kindergarten gate to enter the campus are open at 7:45 a.m. School office hours are 7:25 a.m. to 4:00 p.m.

- Once the gates are open students are to enter the campus, students are to immediately report to their line-up area. Under no circumstance are students to leave the campus to pick up friends, go to locations other than the school campus, or loiter outside the campus gates.
- Parents may drive into the front parking lot to drop off and pick up their student directly in front of the school's office. Parents are encouraged and advised to move in this area and around the school with caution and slow. Parents are not allowed to drop off and pick up in the staff parking lot.
- Cars must not be parked or left unattended in the red zone areas in front of the school's office while parents are in the office.
- Parents who have school business throughout the day may use the Carnegie Court front parking lot and gates to enter and exit the school. The walk-in gate on Carnegie Court is open during the day.
- Dismissal of students in grades Kindergarten, 1, 2, and 3 will be dismissed from the Carnegie Court front gates by the flagpole. Students in grades 4, 5, 6, 7, and 8 will be dismissed from the San Mateo gate. Students that are picked up by an adult in front of the school will be allowed to exit through the Carnegie Court gate.
- Students not picked up by 2:30 are walked by their teacher or campus assistant to the front office and the student will wait until picked up by an adult if needed. Adult must show picture identification to the office staff before the student is allowed to leave campus. Parents are required to sign students out in the front office.
- Students participating in after school activities are to report to their teacher, coach, or adviser. Students that are not in an after school club, tutoring or sport must leave the campus immediately after dismissal.

## LEAVING EARLY

- Any adult picking up a student early from school prior to dismissal for a medical appointment, legal matter, or any other valid reason will be required to show a picture identification and name must match the names on the emergency contact card for the student. If another person is picking up a student and the name of the adult does not appear on the emergency card, the office staff or school administration will need to make contact with the student's parents/legal guardian for verification. The person will be required to show a picture identification with name on it, and must be over 18 years of age.

## CLOSED CAMPUS

- Lemonwood K-8 School is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.
- The Carnegie Court gate leading to the office is open during the day for school business.

## TARDY/LATE POLICY

School begins at 7:55 am for grades 6-8, and at 8:00 for grades K-5.

- If the student arrives after the tardy bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### EXCUSED ABSENCES

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.

Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

#### TRUANCIES

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

Positive School Climate

#### **Element:**

School-wide Positive Behavior Support

#### **Opportunity for Improvement:**

Provide regular updates through meetings, power point presentations to staff, students, and parents regarding safety procedures and expectations on campus to improve maintain a positive school climate.

Continue to receive, relate and address all stakeholders' concerns.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Cultural Proficiency	<ul style="list-style-type: none"> <li>School Vision and Mission</li> <li>Student-Parent-School Compact</li> </ul>	Counselor Outreach Consultant School Resource Officer (SRO)	Principal Leadership Team and Staff	Understanding of the school culture and climate and collaboration between school staff and parents.
Student Expectations	-Implementation of Positive Behavior Plan: Three Bs (Lessons), and CHAMPS Management Program	Counselor Outreach Consultant School Resource Officer (SRO)	Principal and Assistant Principals Leadership Team and Staff	Decrease the number of behavioral referrals and suspensions.
Discipline and Consequences	<ul style="list-style-type: none"> <li>Positive Behavior Plans/ Behavior Contracts</li> <li>Academic and Behavior Expectation Assemblies</li> </ul>	Counselor Outreach Consultant School Resource Officer (SRO)	Principal and Assistant Principals Staff Outreach Consultant	Decrease the number of behavioral referrals, suspensions and expulsions. SRO is available and on call for support.
Regular scheduled safety drills	Assemblies Classroom lessons Parent meetings	Safety Plan Handouts on safety procedures School Resource Officer (SRO)	Principal and Assistant Principals Staff	Yearly Comprehensive School Safety Plan update, drill record log forms. SRO is available and on call for support.
Counselor provides students with social-emotional support and social skills to dealing with situations and conflict	<ul style="list-style-type: none"> <li>Counselor sets up small groups to support students develop socialization skills</li> </ul>	Counselor District Behavior Specialist	Counselor Teachers and Principal	Counselor keeps documentation of students social skills development. Referrals decrease for some of these students. Other students may develop the skills to make and keep friendships.
Peer Mediator students support other students resolve with conflict	Students are trained to teach younger/their peers to handle and how to solve conflict or difficult situation with peers	Advisor Counselor Administration SRO	Advisor Administration Counselor	Students help students resolve minor conflict during recess. Less referrals to the office, or situations resolve through the support of a Peer Mediator.
Big Brother Big Sister Mentors	Mentors through the organization BBBS will meet with our students to guide, encourage and motivate them to do better in school and make good choices in their lives.	Advisor, ORC Administration	Mentors, ORC and Administration	Mentors encourage our students to do well in school, to be enthusiastic about school, improve attendance, grades, do homework, less discipline referrals to the office, make better choice.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Student Council/Leadership	Student leaders plan, and implement school wide spirit activities	Adviser Administration Counselor ORC	Adviser Administration Counselor ORC	Students encourage other students and staff to show more school spirit by participating in school wide events. Students Council members will assist administration in develop school pride and a positive school culture though more students and parent participation.
Family Nights	Parents and their student is invited to participate in Literacy or Mathematics Family Night where they will develop skills through hands on activities.	RSP Teacher / Literacy Coach Teachers Administration	RSP Teacher / Literacy Coach Teachers	Family attendance sign-in sheet. Parents and their student develop skills they can practice a home. Families are given resources to perform the activities at home.
School-Wide Progressive Behavior Plan	The plan will outline students' s academic and behavior expectations.	Committee, staff and all teachers Administration	Committee and Administration	Teachers and school staff will be familiar with an outline to students' academic and behavior expectations. The plan will also delineate consequences for not following the plan. Parents and students will be informed of this plan, and sign a compact accepting the guidelines for the expectations outlined.

**Component:**

School Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Provide regular updates through meetings, power point presentations to staff, students, and parents regarding safety procedures and expectations on campus.

Continue to receive, relate and address all stakeholders' concerns.



Objectives	Action Steps	Resources	Lead Person	Evaluation
Supervision through the campus near areas of concerns	<p>More supervision during recess and lunch breaks</p> <ul style="list-style-type: none"> <li>Increase supervision to account for blind spots on campus due to construction and additional area at the park</li> </ul>	<p>Staff Campus/playground supervisors (15) Custodians</p>	<p>Principal and Assistant Principals</p>	<p>Decrease the number of accidental injuries Decrease the number of student to student injuries Increase amount of campus supervisors during construction</p>
Dropping off and Picking up students	<ul style="list-style-type: none"> <li>Parking signs visible to drivers near drop off and pick up areas on sidewalks</li> <li>Open front gates for cars access to drop off and pick up students directly in front of the school (morning only)</li> <li>Front gates will be closed for cars after school due to the increase in pedestrian foot traffic</li> <li>Reroute pedestrian traffic to San Mateo/Carnegie crosswalk during construction</li> <li>Extend sidewalk area in front of kinder yard for drop off and pickup</li> </ul>	<p>Traffic Officer/SRO Campus/playground supervisors to help with before and after school supervision</p>	<p>Principal and Assistant Principals</p>	<p>Less students being dropped off by parents/guardians who double park in the middle of the street to drop off and pick up their student. Decreased risk for accidental injuries after school in parking lot. Decreased risk for accidental injuries due to the presence of construction related vehicles.</p>
Ingress and Egress Routes	<ul style="list-style-type: none"> <li>Create a path for students to enter and exit the campus safely and orderly</li> <li>Open front gates for cars access to drop off and pick up students directly in front of the school.</li> </ul>	<p>Administration, Staff, Campus/playground supervisors</p>	<p>Principal and Assistant Principals</p>	<p>Less crowding at the start and end of the school day near entrances/exits  Parents wait for their student at designated areas</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Safe playground, buildings/classrooms, walkways	<ul style="list-style-type: none"> <li>• Maintain a safe and clean environment for staff, students and visitors</li> <li>• Use Lemonwood Park as a temporary playground for grades 3-8 during construction.</li> <li>• Use Kinder Yard as a temporary playground for grades K-2 during construction.</li> <li>• Use Kinder Yard as evacuation point for K-5</li> <li>• Use Lemonwood Park as evacuation point for 6-8</li> </ul>	OSD Facilities Department Custodian/s (on site) Campus/playground supervisors	Principal	Decrease the number of accidental injuries Increase the amount of alternative space available for student recreational use

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation
Comprehensive School Safety Plan (CSSP) implementation to ensure the safety of all students, staff and visitors at Lemonwood K-8 School	Safety Committee will share with staff the expectations of the CSSP. Administration will implement drills for fire, earthquake, and lockdown.	School Resource Officer (SRO) Safety Committee Staff	Principal and Assistant Principals Teachers and Staff Custodians SRO	Logs for when drills are held
Keep inventory of emergency supplies ready for use in the classrooms and staff access (backpacks and lockdown buckets)	Assistant Principals check all staff backpack for emergency supplies and materials inventory and replenishes any expired supplies and materials.  Collect emergency supply donations to keep in classrooms (ie water, healthy snacks)	Assistant Principal Safety Committee ORC SRO	Principal and Assistant Principals Safety Committee	Inventory of supplies ordered for emergency backpacks
Keep inventory of emergency supplies ready for use in emergency storage bins	Assistant Principals check the emergency supplies and materials inventory in the emergency bins and replenishes any expired supplies and materials.	Assistant Principal Safety Committee ORC SRO	Principal and Assistant Principals Safety Committee	Inventory of supplies ordered for the emergency storage bins
Keep door magnets in use throughout the school year to give classrooms the ability to quickly lock down in an emergency	Assistant Principals check and make sure that door magnets are consistently used in every classroom.	Assistant Principals Safety Committee Staff	Principal and Assistant Principals Safety Committee Teachers and Staff	Inventory of door magnets

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Lemonwood K-8 School Student Conduct Code**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**GOALS**

We want our students to develop a sense of values and to become:

- Caring
- Honest
- Responsible
- Well mannered and courteous
- Respectful
- Knowledgeable of right and wrong
- Fair
- Positive in outlook
- Compassionate

## Self-disciplined

### BELIEFS

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### Expectations of Students

Be regularly in school attendance and be on time for each class.

Know and obey school rules and regulations.

Be courteous and respectful to school personnel, fellow students and the public in general.

Behave in such a way that it does not disrupt the learning of others.

Respect public and private property.

#### Expectations for Parents

Assure that your child is in school and on time each day.

Assure that your child is appropriately prepared for school (dress, nutrition, hygiene, sleep, and charged iPad.)

Be responsible for the pupil's behavior.

Teach the pupil respect for the law and the rights of others.

Visit your school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-discipline.

#### Expectation for Teachers

Provide learning experiences appropriate for each student.

Consistently enforce classroom rules and district rules and policies.

Communicate on a regular basis with parents concerning their child's progress.

Be available to parents for conference.

Continually improve professional competencies in matters of student control and discipline.

Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

Maintain positive rapport and professionalism with all students, parents, and staff.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor classroom, school and district rules and policies.

Counsel with students and parents regarding disciplinary matters.

Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.

Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules: Live by Being Respectful, Being Safe and Being Responsible (School's Basic Rules of Conduct 3B's)

Attend school regularly.

Be on time.

Be prepared for class.

Treat others with respect, care and consideration.

Promptly obey school authorities without argument.

Conserve and protect school and private property.  
Engage in activities without "body contact."  
Obey all school, playground, etc. rules.  
Use appropriate language.  
Follow district dress/uniform standards.  
Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others, including their personal space.  
Complete all assignments on time.  
Follow other rules which may be adopted in individual classrooms.

#### Students May Be Disciplined for the Following Reasons:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (3) Willfully used force or violence upon the person of another, except in self-defense.
- r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
- u) Committed or attempted to commit robbery or extortion.
- v) Caused or attempted to cause damage to school property or private property.
- w) Stole or attempted to steal school property or private property.
- x) Possessed or used tobacco, or tobacco products.
- y) Committed an obscene act or engaged in habitual profanity or vulgarity.
- z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- aa) Disrupted school activities or otherwise willfully defied the valid authority
- bb) Knowingly received stolen school property or private property.
- cc) Possessed an imitation firearm.
- dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

(a)(1) Causing serious physical injury to another person, except in self-defense.

(a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.

- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

**MANDATORY RECOMMENDATION AND MANDATORY EXPULSION**

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee’s concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.”

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Bringing or in possession of permanent markers at school.
- Using electronic devices during times when use is not allowed or to cause a disturbance
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents’ signatures or school documents (CAC 306).

**Consequences**

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student’s teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student’s teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

**Positive Reinforcements**

Incentives are used to promote exemplary student conduct such as reward activities, etc.

**Conduct Code Procedures**

**Consequences**

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct such as reward activities, etc.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February and updated on March 1st.



**Safety Plan Appendices**

**Emergency Contact Numbers**

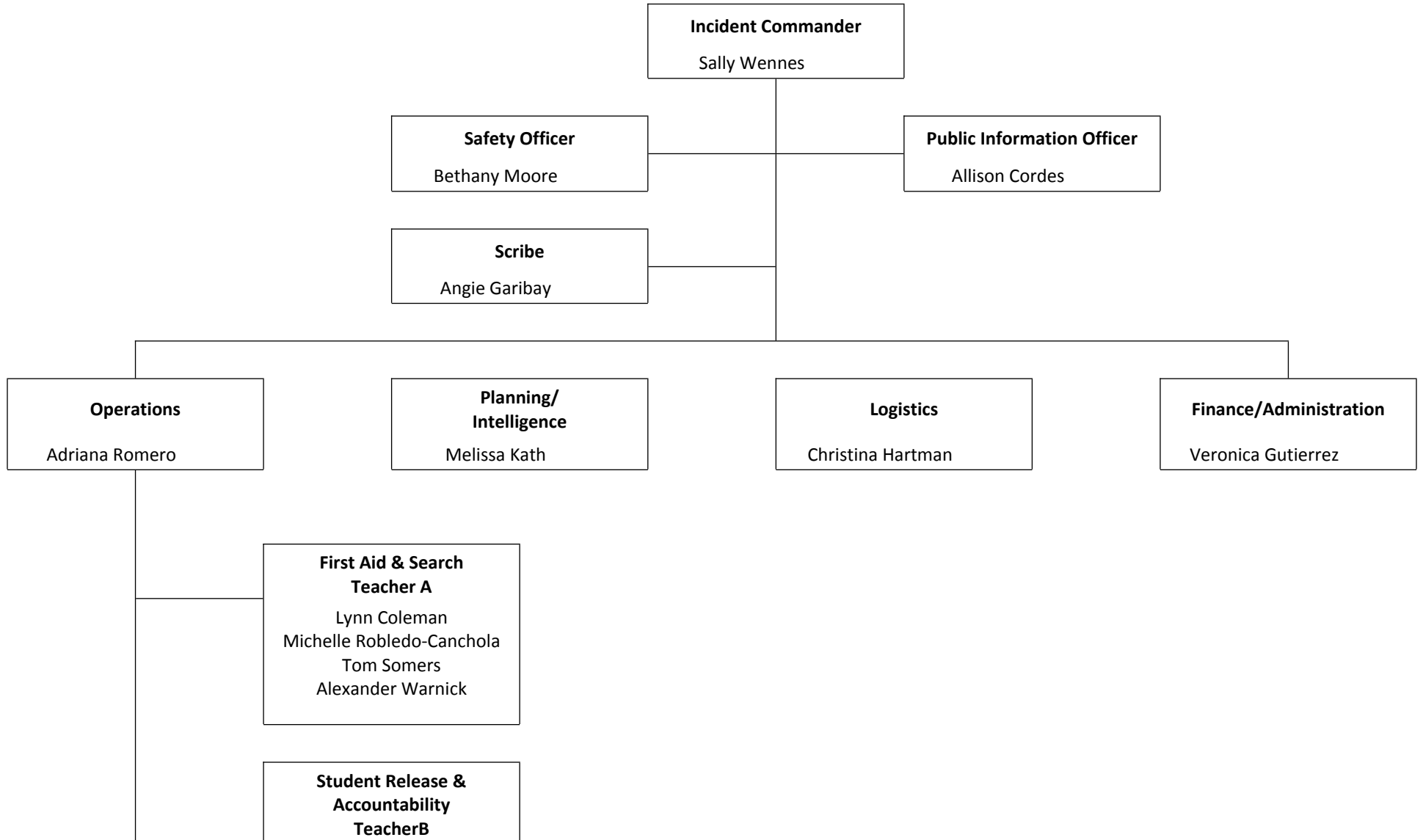
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. John's Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
The Principal is to review the emergency plan with staff and receive input.	September	Agenda of staff meeting where the emergency plan is reviewed.
Review the emergency plan with the members of the safety committee at each regularly scheduled meeting.	Three times a year September, January, May  As need to ensure school safety	Agendas and minutes
The Principal reviews the emergency plan with Leadership Team	January	Agendas and minutes
The administrator reviews and receives input from parent committees, School Site Council and ELAC	January-February	Agendas and minutes
The plan is updated by the safety committee in collaboration of all stake holders.	February/March	Signature page

**Lemonwood K-8 School Incident Command System**



Mayra Cabrera  
Jamiely Sanqui  
Susan Uchiyama Jessica Ruiz

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although, the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

Oxnard School District emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the emergency, we would activate members of the Emergency Incident Command System.

Pending level of emergency communication locally is reported to parents by the Connect Ed telephone system. Significant emergencies are then reported by the District. Oxnard School District reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the Incident Command Center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present on school grounds, or near the campus. If possible, the campus custodian may assist in securing the animal from becoming harm or hurt anyone. The animal may be confined to a secured area until it is removed from the campus by animal control.

When an animal is on campus while students are present, students are removed from the area through a different path to a secure area until the animal is restrain/under control and secured.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office Superintendent.
3. Principal will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.



7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### **Procedure**

##### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will notify the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown" (Priority 1 for imminent danger on campus).
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to the principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the Incident Command System.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The Superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.

2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. The Principal activates the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled students during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The Principal will recommend to the Superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled students during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The Principal will recommend to the Superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

## **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Evacuate the campus and move to a safe place.

## **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

## **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash area.
6. Consult with the Superintendent and Emergency personnel for further direction and coordinate safety activity as needed.

## **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

## **Procedure**

1. The School Administrator/Principal will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.

4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator/Principal, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

#### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

##### **Procedure**

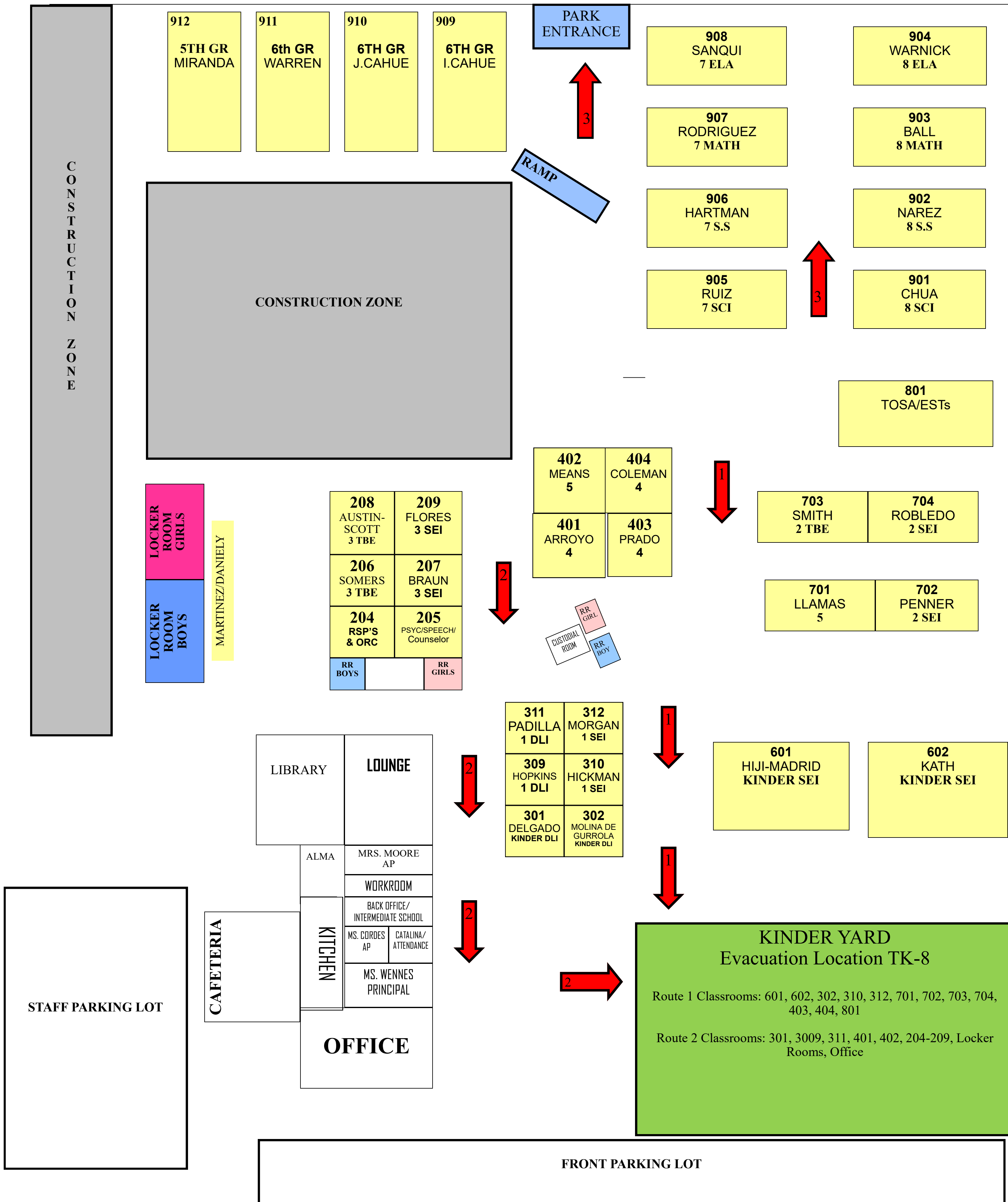
1. Upon indication of suspected contamination, the School Administrator/Principal will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator/Principal should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator/Principal and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator/Principal should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator/Principal and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator/Principal will ensure that parents are notified of the incident, as appropriate.

#### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

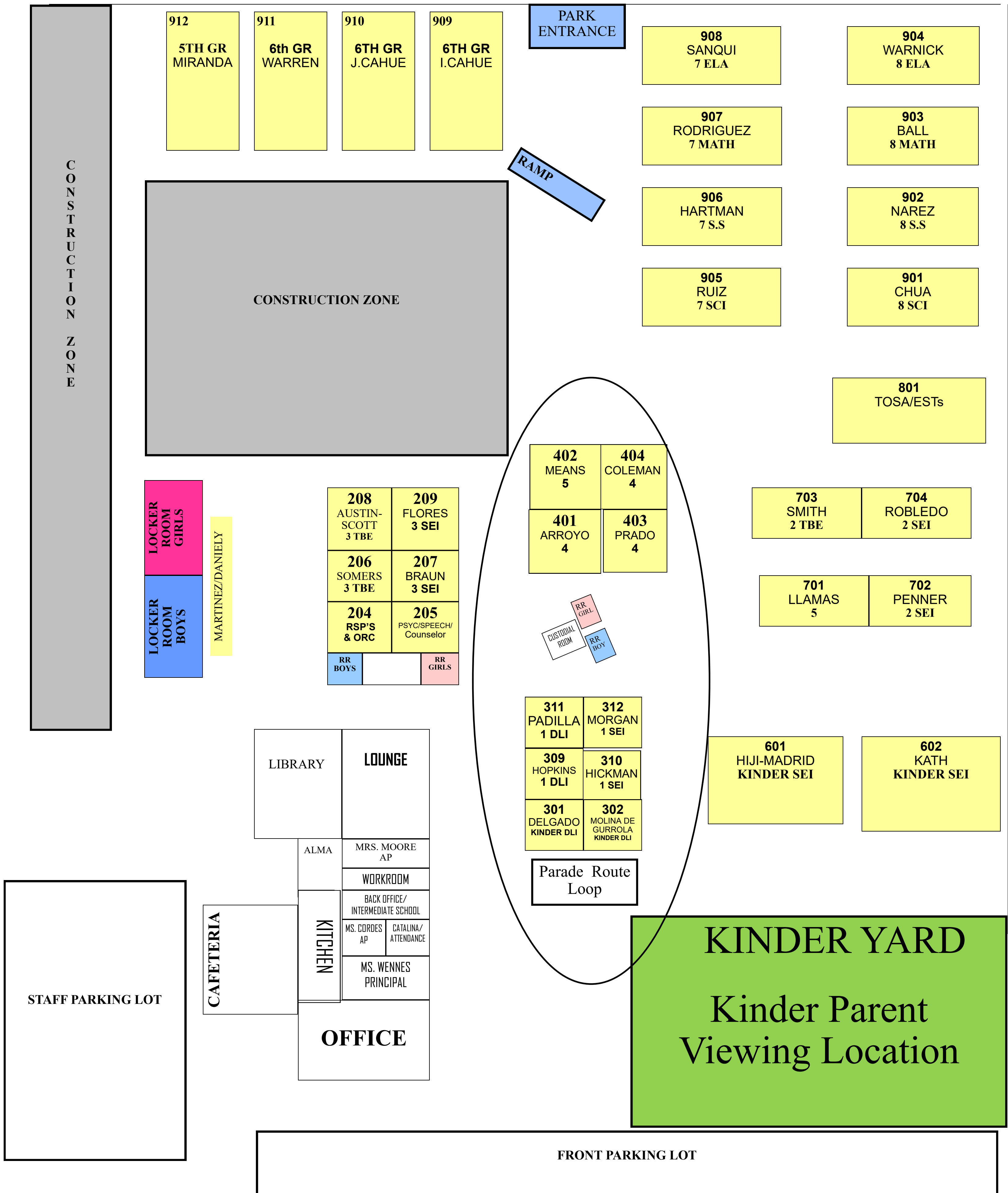
## Emergency Evacuation Map

LEMONWOOD PARK



**LEMONWOOD ELEMENTARY SCHOOL**  
2200 CARNEGIE ST. OXNARD, CA. 93033 (805) 385-1551

LEMONWOOD PARK



LEMONWOOD ELEMENTARY SCHOOL  
 2200 CARNEGIE ST. OXNARD, CA. 93033 (805) 385-1551



# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Marina West Elementary School  
**CDS Code:** 56725386055347  
**District:** Oxnard School District  
**Address:** 2501 Carob Street  
 Oxnard, CA 93035  
**Date of Adoption:** January 2017

**Approved by:**

Name	Title	Signature	Date
Jorge Mares	Principal	JEMares	1-17-17
Lisa Baird-Mayeda	School Site Council President	Lisa Baird-Mayeda	1/17/17
Officer John Mora	School Resource Officer	J. MORA	1-18-17
Gracie Cervantes	Office Manager	Gracie Cervantes	1/18/17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Marina West Elementary School's office.

### **Safety Plan Vision**

At Marina West School, we believe all students deserve an education that incorporates a meaning centered, integrated curriculum, requiring critical thinking and the use of educational technology in a safe and nurturing learning environment. We believe students should be actively involved in a respectful, caring, cohesive educational community.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Marina West Elementary School Safety Committee**

Jorge Mares, Principal; Monique Martinez, 1st grade Teacher; Summer Whitehead, 4th grade Teacher; Reyna Moreno, Outreach Consultant; Chari Farias, Counselor; Alfonso Rivera, Lead Custodian; Gracie Cervantes, Office Manager; Officer John Mora, School Resource Officer; Lisa Baird-Mayeda, School Site Council President.

### **Assessment of School Safety**

The School Resource Officer from the Oxnard Police Department regularly attends lockdown drills scheduled by school staff in order to ensure that procedures are followed properly. He provides feedback to the administration, who in turn, debriefs with the staff and necessary changes are made. He also makes sure there is a police presence during our whole school evacuation drill.

The Safety Resource Officer conducted a security inspection with the Principal.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and the principal conduct a monthly safety inspection and submit reports to the District Office.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws. The administration communicates with the community via meetings, letters, and phone messages regarding reminders for safety and traffic regulations.

The School Resource Officer from the Oxnard Police Department regularly attends lockdown drills scheduled by school staff in order to ensure that procedures are followed properly. He provides feedback to the administration, who in turn, debriefs with the staff and necessary changes are made. He also makes sure there is a police presence during our whole school evacuation drill.

The Safety Committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

Safety Drills are practiced monthly and include: Fire, Earthquake, and Lock Down procedures.

The monthly safety checks also provide information about any necessary changes.

Staff is trained in Emergency Operations Plan/School Safety Plan.

Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

In order to ensure that students engage in safe behavior, the school utilizes the Lesson One a Positive Behavior program of life skills expectations. These are the school rules. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to.

Security has been increased by making the campus a Closed Campus. All students are dropped off at the main gate in the morning. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge. All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID. Staff and administration are continuously supervising and monitoring school campus throughout the school day to ensure school safety.

Conduct annual inventory of emergency equipment and supplies, replaced as needed.

Staff has begun the process of being trained in CHAMPS. The strategies learned in the CHAMPS Training will begin to be implemented in common areas.

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7  
Los Angeles: KBIG 104.3  
Oxnard: KCAQ105

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

## DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

## NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

## GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

## Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.



#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

All students at Marina West will be held to the Marina West dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

The purpose of the dress code policy is to ensure a safe and secure environment in which to offer a quality education.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies:

1. Shoes must be worn at all times. Open-toed sandals or flip-flops are not acceptable.
2. Clothing, jewelry, and personal items (hats, backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, which advocate racial, ethnic or religious prejudice or are affiliated with gangs.
3. Hats, caps and other head coverings shall not be worn indoors.

4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Clothing affiliated with sports teams is prohibited.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Shirts should be tucked in and the seat of pants cannot sag.
8. Metal accessories and jewelry that present a hazard to the health and safety are prohibited.
9. Students may not wear clothing or hairstyles that will be disruptive to the educational process.
  - Exceptions to dress code can only be made for medical, health reasons, and/or religious beliefs.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

**SCHOOL HOURS**

The student day is from 8:15 am to 2:25 p.m. for students in grades 1-5. The school day for Kindergarten students is from 8:15-1:32, with the exception of those students attending before or after school intervention classes or the After School Program. Parents dropping students off at school should be aware that supervision IS NOT available before 7:45 a.m. School office hours are 7:30 a.m. to 4:00 p.m.

- Once arriving at school, students are to immediately come onto the campus and move to the cafeteria, or playground or tutoring class until the first bell at 8:13 a.m. At 8:13 a.m., all students are to proceed to line up on the playground. Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking or riding a bus. Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the school. Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.

**CLOSED CAMPUS**

Marina West is a closed campus. All gates which provide access to classrooms and other rooms, except the main office, remain locked until 6:00 p.m. and during arrival and dismissal times. In the morning, there is one gate (by the office and Building 2) through which all students enter. This gate is supervised by school personnel. At 8:15, this gate is locked and students who are tardy must enter through the school office to receive a tardy slip. All visitors to the campus must come through the office to sign in and obtain a visitor's badge which they must wear for the duration of the time they are on campus. At dismissal, the 3 front gates (by the cafeteria, by building 200 and between buildings 11 and 12) are opened for students to exit. At 2:40 p.m., those gates are locked. Families of students in the After School Program must call the After School Program Director if their child needs to dismiss early. The walking gate (on the street) and the driveway gates remain open throughout the school day.

**LEAVING EARLY**

Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus or to be picked up.

Students may leave campus during school hours if parents or guardians or persons designated by parents or guardians come to pick them up from school. A written request (Name on the Student Emergency Card) from a parent or guardian must be submitted if someone other than the parent or someone on the emergency card is going to pick up a child. Persons picking up students during the school day must sign the student out in the front office. They must be at least 18 years of age and provide a valid ID. All students MUST be signed out in the office.

Under no circumstances should a student leave campus without permission.

**TARDY / LATE POLICY**

Be at school by 8:15 a.m.

- If a student is late to class without an approved reason it is a tardy.
- If a student is late in the morning (after 8:15 a.m.), he/she must report to the office for a late slip, and then quickly go to class.
- An "excused late" will be assigned when parents have called the school with a valid excuse, such as a doctor or dentist's appointment.
- Oversleeping, etc., are not valid reasons for an "excused late".
- Truant Tardy is when students arrive to school 30 minutes late or more without a valid excuse. Truant tardies become unexcused absences. When there are a certain number of unexcused absences, a student may be subject to the following: attendance letters will be sent to parents/guardians, an attendance conference will be held with school officials and the

parents/guardians, the student may be placed on an attendance contract, or the family may be referred to SARB and receive a citation.

#### EXCUSED ABSENCES

These can only result from illness, medical/dental appointments, court appearances, religious reason, or death in the immediate family. All other absences are considered unexcused.

When a student is absent, parents are expected to call the school (805-385 - 1554) or send an excusal note within 72 hours of the absence.

#### RETURNING AFTER AN ABSENCE

1. The student or parent/guardian can provide a dated note from parent/guardian stating the reason for the absence, with student name, grade, teacher, date of absence, and parent/guardian signature.

2. If the student provides the note, he/she must give the note to the Attendance Clerk or Teacher prior to 8:15 a.m. to avoid being late for class.

#### TRUANCIES (UNEXCUSED ABSENCES)

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

If a student is habitually late or absent from school, various measures may be taken including referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents by the court.

In some cases of truancy, students will be assigned a consequence from school administration.

### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

Positive School Climate

#### **Element:**

A school-wide positive behavior support plan has been implemented.

#### **Opportunity for Improvement:**

The expectations for students and staff are reinforced on a daily basis.

Objectives	Action Steps	Resources	Lead Person	Evaluation
All staff trained in the Lesson One Program.	Training for staff annually.	Trained school personnel conducts the training's.	Jorge Mares, Principal.	Tracking of discipline data.
Students understand the elements of the Lesson One program.	Students are trained along with staff. Consistent use of skills in classrooms.	Trained school personnel conducts the training's.	Jorge Mares, Principal.	Tracking of discipline data.
Consistency of expectations.	Use of common terminology by all staff. Use of common activities in all classrooms.	Trained school personnel conducts the training's..	Jorge Mares, Principal.	Tracking of discipline data.
Students with consistent and prevalent negative behaviors and needs will be referred for services and support through the Coordinated Services Team system.	Staff is aware of the referral process. Support staff provides the necessary services or further referrals to local agencies. Staff works with parents to provide support to the entire family.	Support staff (School Psychologist, Outreach Consultant, School Counselor). Teaching staff Administration Local agencies (City Impact, VCBH)	Jorge Mares, Principal.	Reduction of referrals to CoST and SST
Starting the implementation of CHAMPS as a positive behavior support program school-wide to maintain a safe and positive school environment.	Staff is beginning to be trained in the CHAMPS model.	Professional development provided by district.	Jorge Mares, Principal	Trained staff feedback.

**Component:**

Safe Physical Environment

**Element:**

Safe School Environment.

**Opportunity for Improvement:**

Input from stake holders.

Objectives	Action Steps	Resources	Lead Person	Evaluation
To eliminate unauthorized visitors on campus.	All visitors must sign-in at the office and obtain a visitor's badge. Gates must remain locked throughout the school day and after school program hours. Open gates are monitored by school staff.	Staff, sign-in log and sticky badges.	Jorge Mares, Principal	Constant monitoring by all personnel.
To ensure all students are released to authorized persons only.	All persons picking a child up from school during the school day, must be on the emergency card, at least 18 years of age and provide a valid ID. All persons picking up a child during the school day, must complete the sign out sheet. School personnel will verify who is authorized to pick a child up from school during the school day by checking school records and appropriate paperwork	Staff, district provided sign out sheet, Emergency Cards, or legal documents.	Jorge Mares, Principal	Constant monitoring by office staff.
To ensure orderly egress of students in the event of an emergency situation requiring students to leave campus.	Conduct a school-wide evacuation drill. All staff and students are aware of the procedures to evacuate students to the nearby park.	Staff, maps, procedures, School Resource Officer.	Jorge Mares, Principal	Debrief of drill immediately following.
To ensure orderly ingress and egress for students and staff.	Conduct a consistent drop off procedure. Using designated gates for ingress and egress. Using designated drop-off lanes. Designated bus areas and personnel providing supervision.	Staff Administration	Jorge Mares, Principal	Constant monitoring of entrance and exit gates.

**Component:**  
Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Regular drills with debriefing opportunities

Objectives	Action Steps	Resources	Lead Person	Evaluation
To ensure Lockdown procedures are conducted appropriately using guidelines provided by Oxnard Police Department	Debriefing staff after drills to improve practice. Updating written procedures in staff handbooks. Communicating importance of drills to students.	Administration, staff, students, meeting time, handbooks, School Resource Officer.	Jorge Mares, Principal	Lockdown drills with debriefing with staff.
To practice monthly fire drills.	Debriefing staff after drills to improve practice. Communicating importance of drills to students. Review procedures.	Administration, staff, and students.	Jorge Mares, Principal	Fire drills with debriefing for staff.
To practice regular earthquake drills.	Debriefing staff after drills to improve practice. Communicating importance of drills to students and staff. Review procedures.	Administration, staff, and students.	Jorge Mares, Principal	Earthquake drills with debriefing for staff.

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****Marina West Elementary School Student Conduct Code****Conduct Code Procedures****PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**GOALS**

We want our students to develop a sense of values and to become:

Caring

Honest

Responsible

Well mannered and courteous

Respectful

Knowledgeable of right and wrong

Fair

Positive in outlook

Compassionate  
Self-disciplined

#### BELIEFS

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff, and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities that must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone. Students are encouraged to develop self-control so that they can make good decisions in and out of school.

#### EXPECTATIONS FOR STUDENTS:

Attend school on time, every day.

Come to school ready to learn and work hard.

Bring necessary materials, completed assignments and homework.

Know and follow school and class rules.

Ask for help when needed.

Communicate regularly with parents and teachers about school experiences so that they can be of assistance.

Study and read every day after school.

Work hard and do my best.

Respect the school, classmates, staff and families.

Follow the Pledge for Success.

1. Listen to what others have to say.

2. Do your best.

3. Treat others the way you would like to be treated.

4. Celebrate diversity.

5. Remember that you have people who care about you in your family, school and community.

#### EXPECTATIONS FOR PARENTS:

Assure that your child is in school and on time each day.

Assure that your child is appropriately prepared for school (dress, nutrition and sleep, and materials.)

Teach the pupil respect for the law and the rights of others.

Visit your school periodically and participate in conferences as called and attend at least one monthly meeting.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-control and responsibility.

#### EXPECTATIONS FOR SCHOOL STAFF:

Inform students and parents about school district discipline standards.

Consistently monitor Lesson One implementation, district rules and policies.

Attend CHAMPS professional development.

Counsel with students and parents regarding disciplinary matters following progressive discipline.

Provide professional growth experiences that will assist staff in increasing competencies for student control and discipline.

Provide leadership that will establish, encourage and promote teaching and effective learning.

#### STUDENT CONDUCT, CONCERNS AND CONSEQUENCES:



Student conduct that prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they don't follow the Pledge for Success, a consequence will result.

Students May Be Disciplined for the Following Reasons:

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During lunch or recess;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Using electronic devices during times when use is not allowed or to cause a disturbance
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

Consequences

After rules are taught, student may be counseled by their teacher or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Students who exhibit repeated inappropriate behaviors which interfere with learning are referred to COST for behavior interventions. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements

Students can be rewarded with certificates, recognition at Awards Assemblies, a visit to the Principal's "treasure box", in class reward, or a positive announcement over the PA system.

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

A Safety Committee is created each school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any amendments which are deemed necessary in order to ensure that the highest standards are adhered to. The committee meets on an as needed basis and is made up of school staff. All changes are brought to the attention of the entire staff at staff meetings and through emails.

## Safety Plan Appendices

**Emergency Contact Numbers**

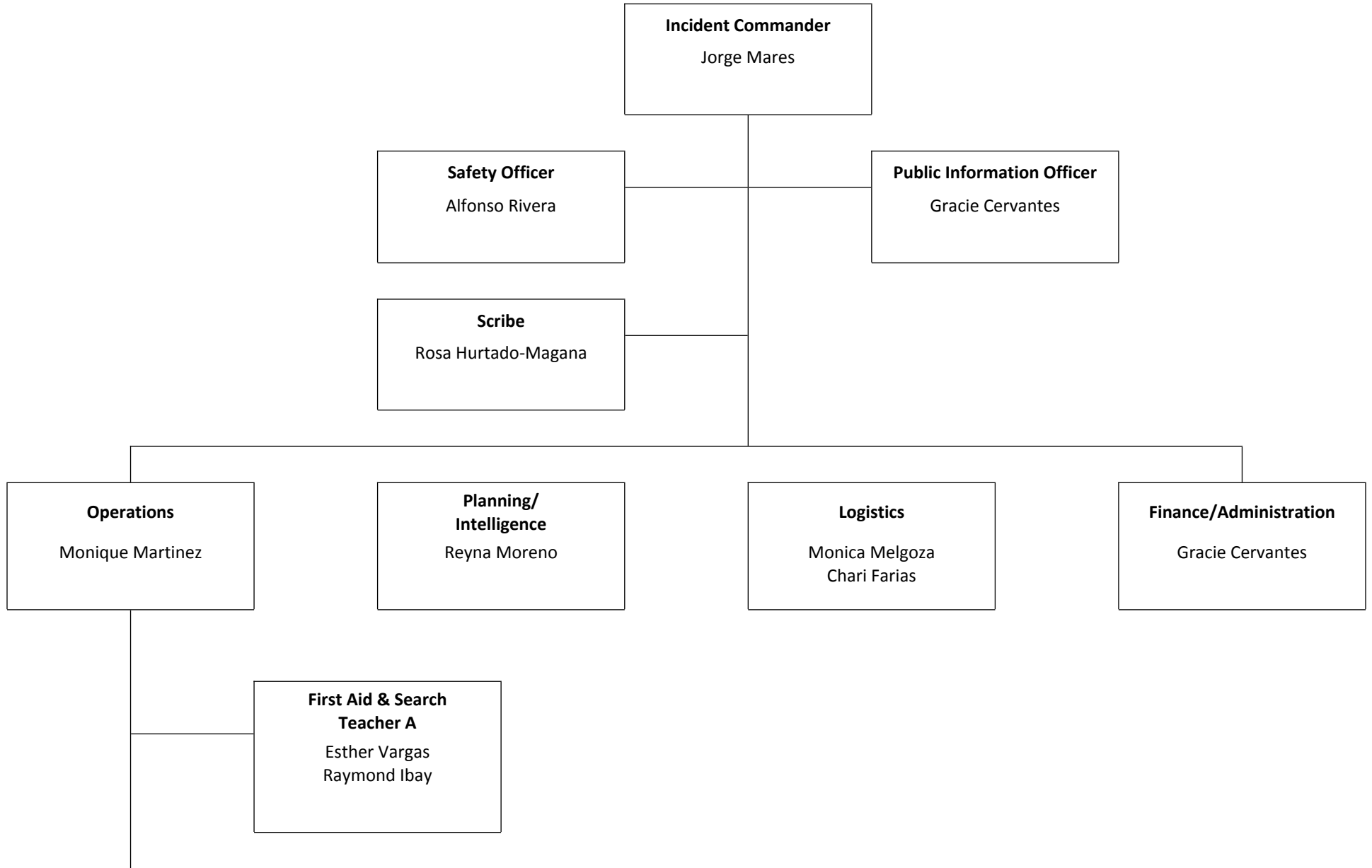
**Utilities, Responders and Communication Resources**

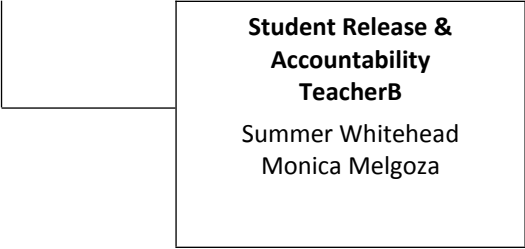
Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; (805) 385-7600 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Beginning of review of plan with staff. Review plan with safety committee at each scheduled meeting. Mid year review plan with Leadership Team, Safety Committee and School Site Council. Final revision of plan by February of each year.	At least 3x a year.	
The Safety Committee meets regularly to review and refine all safety and security procedures and all elements of the Comprehensive School Safety Plan.	Monthly or as needed.	
Any changes made to the plan are communicated to staff and related personnel at staff meetings or through memos or emails.	As needed	
Regular drills are conducted to ensure that students and staff are aware of emergency procedures.	Monthly	
The School Resource Officer is invited to provide feedback on safety and security procedures.	During drills	
The school's Leadership Team tracks behavior and discipline and makes recommendations to refine the school's discipline policy.	Monthly	
Parent groups are asked for input on some revisions to safety and security procedures.	As needed	
Communication is provided to families regarding reminders about traffic and safety procedures.	As needed	

**Marina West Elementary School Incident Command System**





**Student Release &  
Accountability  
TeacherB**

Summer Whitehead  
Monica Melgoza



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

1. Call Animal Control
2. Clear area of students and staff
3. Isolate animal, if possible

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.

8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### **Procedure**

##### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.

7. The bus driver is responsible for accounting for all students throughout the emergency.

### **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 385-1501.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

### **Earthquake**

#### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

#### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

#### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

#### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

#### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.

14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.

2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure:**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

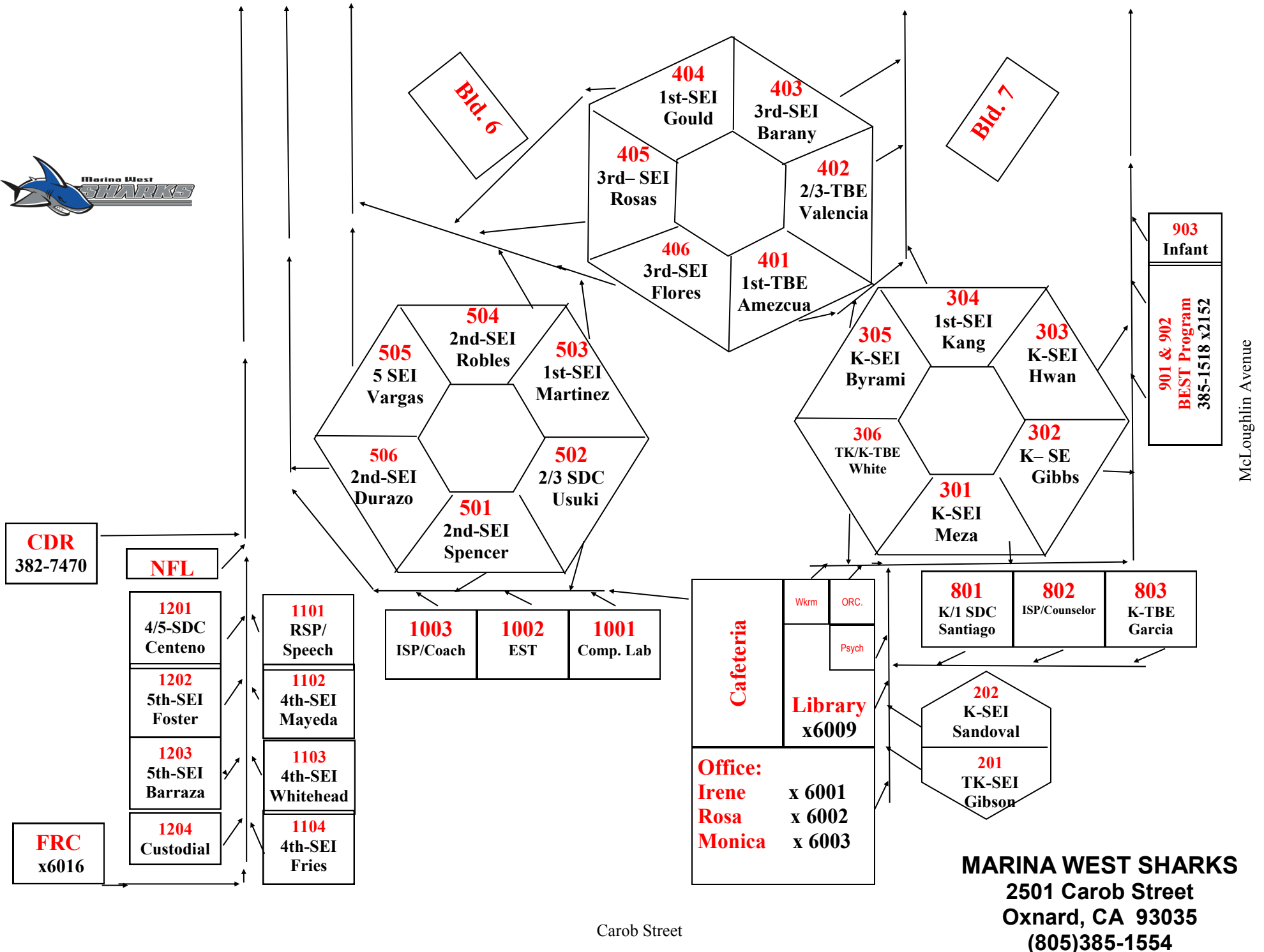
The administrator will contact the District Superintendent for direction.



## Emergency Evacuation Map

# Evacuation Map: Designated Areas





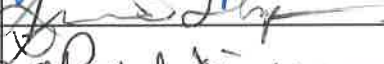



# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-17 School Year

**School:** Thurgood Marshall Elementary School  
**CDS Code:** 5672380100362  
**District:** Oxnard School District  
**Address:** 2900 Thurgood Marshall Drive  
 Oxnard, CA 93036  
**Date of Adoption:** October 19, 2016

**Approved by:**

Name	Title	Signature	Date
Marlene Breitenbach	Principal		1/11/17
Laura Pigeon	Chair of School Site Council		1/12/17
Officer Thompson	Oxnard PD SRO		1/12/17
La Ray Figueroa	3rd Grade Teacher, School Safety Committee		1/12/17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Thurgood Marshall Elementary School's office.

### **Safety Plan Vision**

At Thurgood Marshall School, school safety is a number one priority. We work collaboratively to ensure safety for our school community. As part of our safe practices, we conduct regular emergency drills. Our Safety Committee, Leadership and entire Staff commit to work together in partnership to monitor safe conditions.

We believe all stakeholders deserve a physically, emotionally, and mentally safe, secure, and positive learning environment through a caring, supportive staff, engaging curriculum, and training in order to accomplish the goals of high academic achievement and civic responsibilities.

## Components of the Comprehensive School Safety Plan (EC 32281)

### Thurgood Marshall Elementary School Safety Committee

Marlene Breitenbach Principal; KerryAnne Varela, Counselor, La Ray Figueroa, Teacher; Paula Mc Cowan, Teacher.; Alejandra Valencia, ORC; Officer Kevin Thompson, SRO.

### Assessment of School Safety

The Safety Committee reviewed and discussed procedures to be followed with our students in a disaster. Permanent grade level signs have been placed on the playground fence . This allows our students to know exactly where to meet their class even if they are somewhere else on campus during an evacuation of the school. Regular monthly drills prepare our staff and students to follow emergency routines. The district provided Marshall with a large bin where we have placed all our emergency supplies. Our bins are labeled first aide and search and rescue, both ready to be used in a disaster. Each classroom has an emergency backpack that has supplies for them to be used in case of emergencies. Backpacks are inventoried to ensure that each classroom has the correct materials.

Campus Assistants are on campus from 7:45 to 3:00 to supervise Marshall students. All parents that are on campus must have a visitor pass to identify all persons on campus.

### Assessment of School Safety

- Input from SRO and Risk Management
- The SRO conducted a security inspection of the campus with the Principal (at the beginning of the year)
- The SRO is present for whole school evacuation drill.
- Risk Management from DO conducts a safety inspection of the campus each year. A report is submitted and necessary changes are made.
- The Lead custodian and the principal conduct a monthly safety inspection and submit a report to the DO.
- Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office.
- The Safety Committee review and discuss procedures to be followed by staff and students during emergencies.

:

### Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

Marshall has monthly emergency drills including fire, earthquake, evacuation and lockdown drills.

Staff debrief after each drill.

Staff are strategically assigned to Incident Command Team Responsibilities.

Staff are trained in the components of the School Safety Plan.

Components of the School Safety Plan is shared with parents at parent meetings and the entire plan is posted on the school website.

The 2016-2017 Safe School Committee helps to assess and monitor safe school conditions and procedures.

Members: Paula Mc Cowan, 4th Grade Teacher, La Ray Figueroa, 3rd Grade Teacher, Kerry Ann Magner Varela, Counselor, Alejandra Valencia, ORC, School Resource Officer Thompson, Dr. Marlene Breitenbach, School Principal

### Drills:

- SRO from OPD attends lockdown drills scheduled by school staff to ensure that procedures are followed properly ,providing feedback to Principal which will debrief with staff and do necessary changes
- Monthly Drills are conducted: Earthquake, Fire, Drop & Cover and Lock down Drills

### Traffic/ Safety Enforcement and Communication:

- Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns.
- Administration communicates with the community via meetings, letters, and connect-ed phone messaging system regarding reminders for safety and traffic regulations.



- The safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

#### Repairs:

- Minor repairs are made immediately through the lead custodian or work orders placed through the DO
- Major changes may need to go through a process involving input from stakeholders which include the school's leadership team, staff, and parent groups.

#### Discipline and Behavior:

- In order to ensure that students engage in safe behavior, the school has implemented the school wide CHAMPS positive behavior support program. Within the first week of school assemblies rolled out the CHAMPS expectations. All students walked to stations throughout the school and playground where the CHAMPS expectations for each area were explained. CHAMPS expectations are posted throughout the school. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to. Restorative Justice practices are used as follow up with student behavior challenges as appropriate. Suspensions are given only as part of a progressive discipline consequence.

#### Emergency Supplies

- We conducted an annual inventory of Emergency equipment and replaced supplies as needed, including emergency buckets and emergency classroom backpacks
- EOP updated and have first aid supplies and search and rescue plan in place

#### Information/ Awareness

- Staff is trained in Emergency Operations Plan/School Safety Plan.
- Staff debrief after monthly drills.

#### Student Security:

- Security measures are implemented by having a closed campus. All students are dropped off in the morning and enter through the main gate or through the office (when arriving after the late bell). At 8:00 a.m. the back gate towards Gonzales off of Thurgood Marshall Drive is opened.
- Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge.

\*Visitors and volunteers sign in and receive a sticker in the office before visiting the school.

- All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID.
- Staff and administration are continuously supervising and monitoring school campus throughout the school day to ensure school safety.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the

district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency.”

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

#### AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

#### FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

### **Disaster Plan (See Appendix C-F)**

#### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

## **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

### **STUDENT DUE PROCESS**

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

### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

### **GROUNDINGS FOR SUSPENSION AND EXPULSION**

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.

- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### **PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION**

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

##### Standard of Dress for Students

Primary responsibility for student grooming lies with the student and his or her parents, working closely with school administration and staff. The purpose of the dress standard shall be to ensure a safe and secure environment in which to offer a quality education.

- All clothing shall be neat, clean, and acceptable appearance and shall be worn within the bounds of decency as appropriate for school.
- Attire that expresses racial, ethnic, sexual, or religious disrespect is not allowed at Marshall.
- Displays or promotion of alcohol, tobacco, or drugs are also unacceptable.
- Gang attire: black shorts and long white socks are not allowed.
- Spiked jewelry, safety pins, wallet chains, and other items that present a safety hazard are prohibited.
- Cell phones must be turned off and in backpack during school hours.
- Oversized clothing is inappropriate and must not create a safety hazard during physical activity. Pants must be worn, so underwear does not show.
- Shirts/blouses/tops and dresses must cover the stomach, the chest, and underwear at all times.
- Strapless, spaghetti straps (less than one inch), and low cut shirts are not allowed.
- Close-toed shoes need to be worn by all students every day.
- Hats, caps, hoods, and sun visors may be worn outside for protection from the sun.

Gang related apparel is defined as apparel that reasonably can be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process. All students will be held to the Thurgood Marshall dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school's dress code policy.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Marshall continues to assess our needs in regard to Safe Ingress and Egress. We have added traffic control signs on the major crosswalks in the front of our school. Bushes were removed from parking area to create better visibility for pick and drop off of students. Our campus supervisors/crossing guards have large stop signs and neon vests in order to improve the safety of our students, parents, and staff while entering and exiting the parking lot on foot.

Our School Resource Officer does yearly Valet Training with 5th Grade students at the beginning of the school year. They are trained in how to safely open doors for students to exit at the curb. The Valet section of the driveway is sectioned off each morning by cones. A Campus Assistant works with the 5th Graders to oversee smooth operations of the Valet system.

We have a closed campus meaning that no adult is allowed to go past the lobby unless they have previously signed in at the main office and received a visitor's badge. Parents who drop off or pick up their children must wait in the lobby or in front of the school. All parents on the playground in the morning have a yearly pass on a lanyard around their neck so they may enter the back gate. We have a campus assistant on the playground in the morning to make sure that all adults have identification or a visitor's pass on them.

The school day begins with a bell at 8:30 a.m. after an 8:25 a.m. warning bell.

Minimum Days: 12:15 for TK-5

#### School Hours

- The regular student day is from 8:30 am to 2:40 pm. for students from grades 1-5. The regular school day for kindergarten students is from 8:30 am to 1:47 pm. (with the exception of attending before or after school intervention classes, the After School Program, or early release days.
- Upon arriving at school, students are to immediately come onto campus (note entrance gates used by students).
- Students are not allowed to loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking or riding the bus.
- There are crossing guards at --- (crosswalks) and traffic control signs at--- to ensure the safety of students walking to and from school.
- Parents dropping off students at school should be aware that there is no supervision available before ---am. School office hours are ---am to ---pm.
- Students enter through ---gates upon arrival, and ---gates during dismissal times.

#### Closed Campus

- ---is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- All visitors to the campus must check in at the office, sign in and obtain a visitor's pass/badge.

#### Leaving Early

- Students may leave campus, prior to dismissal; if parents, guardians, or persons designated by parents/guardians (and are on the emergency card) pick up students from school.
- Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

#### Tardy/Late Policy

School begins at 8:30 am.

- If the student arrives after the bell, the student must check into the office prior to going into the classroom. The student will receive an excused/unexcused tardy slip, then will be directed to go to the classroom.
- A truant tardy will be marked when the student arrives 30 minutes or more after the school's start time, without a valid excuse.

#### Excused Absences

- When a student is absent, the Parent or Guardian needs to notify the school through a written note or phone call to the office within 72 hours of the absence.

Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member.

Truancies

The following are considered truancies:

1. Being absent from school without the knowledge and consent of the parent/guardian/school.
2. Leaving the school grounds during the day without permission.

Staying out of class without permission.

#### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

School's Social (Climate) Environment

**Element:**

Positive Behavior Support (PBIS)

**Opportunity for Improvement:**

Work together to develop school wide understanding of Tier 1, Tier 2 and Tier 2 in terms of student behaviors

Continue Staff Training in CHAMPS

Work towards full implementation of CHAMPS



Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop and implement a comprehensive Schoolwide Positive Behavior Support Plan	<ol style="list-style-type: none"> <li>1. Continue Staff Training in CHAMPS as basis for shared student behavior guidelines.</li> <li>2. Staff Training in RtI</li> <li>3. Survey on implementation of RtI at Marshall</li> <li>4. Positive Student Behavior Committee works towards full implementation of our school wide plan for shared student behavior guidelines.</li> </ol>	CHAMPS In house tools for referrals and follow up Office support Past practices and guidelines Use of "Safe and Civil Schools" by Randy Sprick	Principal Outreach Specialist Counselor	Office Reports Teacher Reports COST Meetings Student Behavior Committee Leadership Team Team Meetings
Train Playground Supervisors and After School staff in Schoolwide Positive Support System.	Hold Bi-Monthly Meetings with Campus Assistants Refine Playground Duty Assignments Integrate CHAMPS into systems and responses CHAMPS common areas of school - Spring 2016. CHAMPS all classrooms by August 2016.	Discussion and videos which show best practices in yard duty supervision. Ongoing training and monitoring.	Principal Counselor ORC	Discussion in meetings; monitoring by Principal
Ensure emergency operations plan is easily implemented	<ol style="list-style-type: none"> <li>1. Hold monthly disaster drills (fire) or earthquake drills.</li> <li>2. Lockdown drill once a year</li> <li>3. Disaster drill once a year</li> <li>2. Train staff and teachers on their responsibilities and stations during a disaster.</li> </ol>	Safety Plan Tree Duty descriptions for each assignment	Principal Safety Committee	Staff Debriefing Staff and Safety Committee evaluation
Communicate School Safety Procedures to all Stakeholders	Parent meetings to discuss school safety plan and schoolwide positive behavior Post School Safety Plan on web Train staff in duties and procedures	School Safety Plan	Principal	Discussion, surveys

**Component:**

Safe Physical Environment

**Element:**

Safe Campus

**Opportunity for Improvement:**

Follow up on work orders

Increase staff access to Safety Plan - through postings and handouts

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Ensure the facility is free from hazards.</p> <p>Ensure that facility is safe for occupants and for appropriate use.</p>	<ol style="list-style-type: none"> <li>1. Conduct monthly walk through to check for facility conditions.</li> <li>2. Conduct walk through in Fall with SRO to check for safety.</li> <li>3. Conduct walk through with Risk Management at beginning of school year.</li> <li>4. Submit and monitor facility work orders.</li> <li>5. Follow up on progress of work orders.</li> </ol>	<p>Checklists</p> <p>Work orders</p> <p>Follow up on work orders</p>	<p>Principal</p> <p>Lead Custodian</p> <p>Office Manager</p>	<p>Walk through reports</p> <p>Completion of Work Orders</p>
<p>Include stakeholders in development of School Safety Plan</p>	<p>Develop and present plan with Safety Committee</p> <p>Report to School Site Council and receive their input</p> <p>Receive approval from Safety Committee</p> <p>Receive approval from School Site Council</p> <p>Share plan with other advisory and parent groups such as ELAC and PTA</p>	<p>Summary of plan</p> <p>Description of actions and procedures in an emergency</p>	<p>Principal</p>	<p>Input from Discussions</p> <p>Input from Safety Committee</p> <p>Approval from School Site Council</p>
<p>Share plan monitoring with stakeholders</p>	<p>Share with Safety Committee</p> <p>Share with Staff and parent groups</p> <p>Monitor and adjust plan, following suggestions of stakeholders</p>	<p>School Safety Plan</p>	<p>Principal</p>	<p>Surveys</p> <p>Agendas</p>
<p>Share approved Safety Plan with all stakeholders</p>	<p>School website</p> <p>Digital copies to all staff</p> <p>Student behavior (discipline) guidelines disseminated to all staff.</p> <p>Share plan with all Staff through meetings and informational handouts.</p> <p>Specific disaster preparedness information to all staff in printed form</p>	<p>School Safety Plan</p>	<p>Principal</p>	<p>Informal and formal</p> <p>Surveys</p> <p>Agendas</p> <p>Review by Positive Student Behavior Committee</p> <p>Review and Monitoring by Safety Committee</p> <p>Review by Leadership</p> <p>Review by School Site Council</p>

**Component:**

Disaster Preparedness

**Element:**

Safe Campus

**Opportunity for Improvement:**

Continuous training

Increase practice of emergency preparedness routines

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff and students will know how to respond in case of an emergency. Maintain safe and secure physical plant.	<ol style="list-style-type: none"> <li>1. Keep Staff aware of procedures with reminders.</li> <li>2. SRO Pedro Rodriguez train Staff in Lock down procedures.</li> <li>3. Conduct monthly drills.</li> <li>4. Promote awareness of correct emergency responses through staff training.</li> <li>5. Review key procedures to protect access.</li> </ol>	Safe School Plan OSD Board Policy Ed Code	Principal SRO Office Manager	Safe School Committee School Site Council Leadership Committee Principal School Resource Officer
Communicate Safety Plans to community.	<ol style="list-style-type: none"> <li>1. Disseminate safe school plan to all stakeholders via parent meetings.</li> <li>2. Review Safety in parent newsletters and at parent meetings.</li> </ol>	Safe School Plan Other Community Resources from School Resource Officer, Fire Department	Principal	Agendas of Parent Meetings Front Office Principal
Increase school wide understanding of Emergency Response	<ol style="list-style-type: none"> <li>1. Fire Department training on on emergency preparedness.</li> <li>2. Assess physical needs of classrooms related to Lockdown procedures</li> <li>3. Fire Department to do a home safety preparedness training for parents.</li> <li>4. Monthly emergency drills.</li> </ol>	Local Fire Department Checklists for window coverings Key and access procedures	Principal	Safe School Committee Principal Head Custodian
Implement and monitor Emergency Procedures	<ol style="list-style-type: none"> <li>1. Parent meetings to discuss school safety plan</li> <li>2. Post School Safety Plan on web</li> <li>3. Train staff in duties and procedures</li> <li>4. Create folders for emergency response positions</li> <li>5. Include Emergency procedures in SUB plans</li> </ol>	Safe School Plan	Principal	Safe School Committee Staff Debriefing after Drills School Site Council Leadership Committee

## **(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

### **Thurgood Marshall Elementary School Student Conduct Code**

#### **Purpose**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

#### **Goals**

We are working towards full implementation of CHAMPS as a basis for positive student behavior support.

Staff are being trained.

Refreshers on training will be offered.

Support staff have been trained, or will be trained.

All Staff will have common language of CHAMPS to support positive student behavior.

Students will understand CHAMPS guidelines that will be consistent.

Students will be given ongoing training on CHAMPS.

Our goal is to develop a plan that is easy for students and staff to follow, one that can be communicated to all stakeholders.

At this time Leadership Team, Positive Behavior Support Committee and others are working towards implementation of CHAMPS.

Staff training in RtI and how this applies to student behavior is ongoing.

#### **Beliefs**

We believe our rules and procedures will:

- Provide common language and understanding school wide
- Provide a starting point for behavior and conduct expected
- Provide a framework of expectations, rewards, and consequences so we can be consistent and fair with all students
- Promote overall school safety and security for each student
- Demonstrate our agreement and commitment to developing personal responsibility
- Provide a framework which will result in positive student behavior.

#### **Philosophy**

When systems are in place, such as those found in CHAMPS, student behavior will improve. When expectations are shared and understood, positive student behavior receives strong support. When positive student behavior is expected from all, students will respond more positively and shared guidelines will have a higher chance of being followed by all.

A student's education is dependent upon a "team" effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for each and every student. All Staff Members contribute to the good of all students.

#### **Expectations of Students:**

Attend school and be on time for each class.

Know and obey school rules and regulations.

Be courteous and respectful to school personnel, fellow students, and the public in general.

Be responsible digital citizens.

Behave in such a way that does not disrupt the learning of others.

Respect public and private property.

#### **Expectations for Parents:**

Assure that your child is in school and on time each day.  
Assure that your child is appropriately prepared for school (dress, nutrition, and sleep).  
Be responsible for the pupil's behavior.  
Be responsible for pupils use of technology.  
Teach the pupil respect for the law and the rights of others.  
Visit your school periodically and participate in conferences as requested.  
Know the district, school, and classroom rules and regulations and be supportive of your school.  
Help your child to develop personal responsibility.

#### Expectation for Teachers:

Provide differentiated learning experiences appropriate for each student.  
Following RtI guidelines, consistently maintain classroom rules, Internet safety, and district rules and policies.  
Implement CHAMPS within the classroom and common areas.  
Communicate on a regular basis with parents concerning their child's progress.  
Be available to parents to conference as needed.  
Continually improve professional competencies in positive behavior support.  
Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators:

Inform students and parents about student behavior plan - CHAMPS.  
Involve all stakeholders in CHAMPS.  
Encourage and support students by promoting positive student staff interactions throughout the school day.  
Consistently monitor classroom, school, and district rules and policies.  
Counsel with students and parents regarding disciplinary issues.  
Provide student consequences aligned to social justice philosophy.  
Provide professional development in management of student behaviors.  
Provide leadership that will establish, encourage school wide implementation of CHAMPS.  
Monitor effectiveness of school wide student behavior plan.

#### General School Rules:

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care and consideration.  
Follow rules inside and outside the classroom.  
Conserve and protect school and private property.  
Use appropriate language.  
Follow district dress standards.  
Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others.  
Complete all assignments on time.  
Walk on black, run on green.

#### Summary:

Students will come to school ready to learn.  
Rewards and incentives will be given regularly to students who demonstrate positive behavior.  
A supportive, nurturing climate is fostered.  
Additional consequences and supports are given to students who do not follow school rules.  
CHAMPS implementation will clarify school wide expectations.

Students may receive suspension or even expulsion for the following reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (3) Willfully used force or violence upon the person of another, except in self-defense.
  - r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - u) Committed or attempted to commit robbery or extortion.
  - v) Caused or attempted to cause damage to school property or private property.
  - w) Stole or attempted to steal school property or private property.
  - x) Possessed or used tobacco, or tobacco products.
  - y) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - aa) Disrupted school activities or otherwise willfully defied the valid authority
  - bb) Knowingly received stolen school property or private property.
  - cc) Possessed an imitation firearm.
  - dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.



3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive

### **Conduct Code Procedures**

#### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

### **SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES**

#### Expectations:

Basic rules are reviewed with students by classroom teachers at the beginning of each year.

Student Behavior Assembly at beginning of school year sets tone for CHAMPS through shared standards, common language and clear expectations.

Basic school rules are sent home each year, in written form, for parental review.

The School Compact is reviewed with parents, students and teachers.

Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.

Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.

The principal will establish structures and procedures which support CHAMPS and foster positive student behavior outcomes.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

At beginning of school year the Safe School Plan is reviewed with staff and safety committee. Periodically, training and monitoring of the plan are scheduled. Safe School Plan is reviewed by School Site Council and Leadership Committee. Safe School Committee and School Site Council approve the Safe School Plan by February. Ongoing communication to all stakeholders keeps procedures and action steps responsive with school needs.

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in February, approved by the SSC, and updated on March 1st.

**Safety Plan Appendices**

**Emergency Contact Numbers**

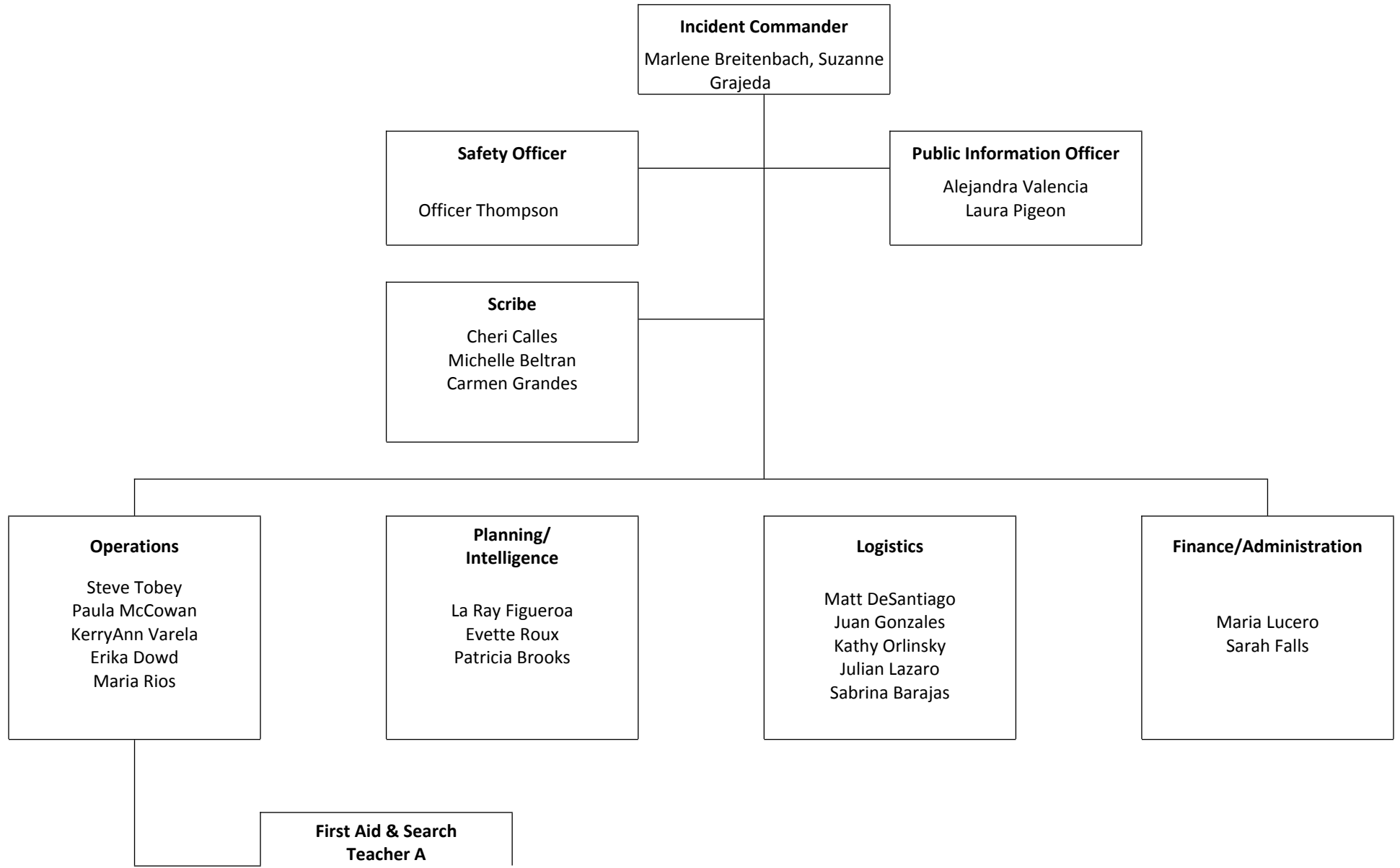
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
August 2016 review Behavior and Disaster plan with staff. Review plan with safety committee each year in October and November. In January, 2017 review plan with Leadership Team, Safety Committee. Review plan February 2017 with School Site Council. Update plan throughout the school year as needed. .		
Share plan with Leadership Committee	January 10, 2017	Conference Room Meeting, Agenda included Summary of Plan and Recommendations
Review plan with Safety Committee	December 12, 2016	Conference Room-Agenda included Emergency Procedures, PBSI, Recommendations
Share Dress Code and Safety Plan Draft with School Site Council	November 9, 2016 3:00 p.m .	Library with 8 Members present-Agenda included review of Safety Plan
Share and Review Plan with School Site Council	February 8, 2017 3:00 p.m.	Library with SSC members

**Thurgood Marshall Elementary School Incident Command System**



Araceli Soto  
Martha Barrett  
Suzanne Johnson  
Maria Cervantes  
Beth Kaser  
Annette Ramirez

**Student Release &  
Accountability  
TeacherB**

Leticia Trejo  
Carol Ultreras  
Krista Burns

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.



## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present, near, or on campus. If possible, the campus custodian may assist in securing the animal from harm itself or others. The animal may be confined to a secured area until it is removed from the campus by animal control.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report" (see form following).
2. Contact the police and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search own classroom (see sample emergency message following).
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.

7. The bus driver is responsible for accounting for all students throughout the emergency.

### **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 385-1501.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

### **Earthquake**

#### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING", when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

#### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

#### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

#### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

#### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.

14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff. Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.

2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

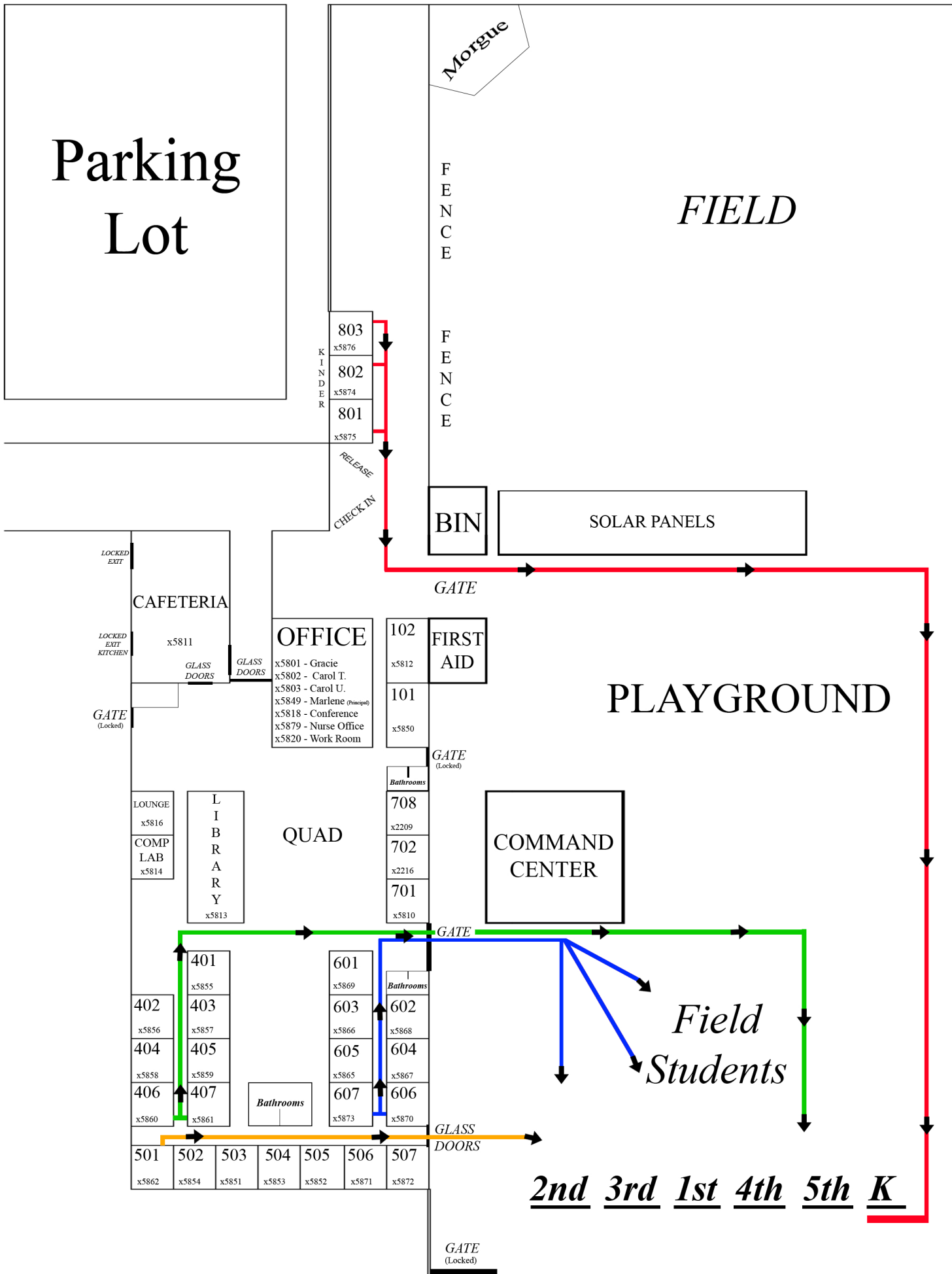
### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map



*Patterson Rd.*



*Gonzalez Rd.*

*Thurgood Marshall Dr.*












*Thurgood Marshall Dr.*

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Christa McAuliffe, The STEAM Education School  
**CDS Code:** 5672380100362  
**District:** Oxnard School District  
**Address:** 3300 Via Marina Avenue,  
Oxnard, CA 93035  
**Date of Adoption:** January 11, 2017

**Approved by:**

Name	Title	Signature	Date
Dr. Andres Duran	School Principal		1/11/17
Gayle Robinson	5th Grade Teacher		1-11-17
Amanda Rodriguez	1st Grade Teacher		1-11-17
Amy Dahm	Office Manager		1/11/17
Kimberly Lopez	Instructional Coach		1/11/17
Kelli Marsicek	5th grade Teacher		1/11/17
Adriana Herrera	Outreach Consultant		1/11/17
Nancy Diaz	SSC Co-Chair/4th Grade Teacher		1/11/2017
Anna Serghides	2nd Grade Teacher		1-11-17
Dr. Hill Scott	Parent		1/11/17
Officer Thompson	School Resource Officer		1/11/17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Christa McAuliffe, The STEAM Education School's office.

### **Safety Plan Vision**

At Christa McAuliffe Elementary School we believe all stakeholders deserve a physically, emotionally, mentally safe, secure, and positive learning environment through a caring, supportive staff, engaging curriculum, procedures, and training in order to accomplish the goals of high academic achievement and civic responsibilities.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Christa McAuliffe, The STEAM Education School Safety Committee**

The Safety Committee is comprised of Dr. Andres Duran-School Principal, Kimberly López-Instructional Coach, Amy Dahm Office Manager, Adrianna Herrera-Outreach Consultant, Amanda Rodriguez 1st grade-teacher, Nancy Diaz- Teacher, Kelli-Marsicek- Teacher Officer Thompson, Dr. Scott-Hill- Parent, Alfred Teran- Lead Custodian

### **Assessment of School Safety**

Students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. School administration and staff are committed to maximizing school safety, creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted, and necessary changes are made by either school personnel or district personnel. The Lead Custodian and the Principal conduct a monthly safety inspection and submit reports to the District Office. Any safety issues are reported by staff to the administration as they are noticed and are handled by the Lead Custodian or through work orders to the district office.

In addition, the principal plans lock-down drills with the Oxnard Police Department and fire and earthquake drills to prepare staff and students in the event of a real situation where one of these strategies would be put into effect while school is in session.

After reviewing current policies in place at McAuliffe School, the following areas need to be addressed: Behavioral Expectations, Discipline and Consequences, and Internal Security Procedures.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

All employees are trained on an emergency operation plan system, and regular emergency drills are conducted to practice safety procedures.

We have implemented CHAMPS in all common areas.

The school employs a school psychologist and a full-time school-based counselor to address the social-emotional needs of students at the school. In addition, the school has a full-time Outreach Specialist to support families within the community.

The Oxnard Traffic Police is called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws.

The Safety Committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes. The Lead Custodian along with supervisors and Principal monitors the school for safety issues.

Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

To ensure that students engage in safe behavior, the school has implemented

- -CHAMPS A Positive Behavior Support model to promote positive behavior school-wide.
- - The Big Six expectations:

Show respect to every student and every adult.

Use words that compliment, help and support people.

Settle differences peacefully, together.

Take care of the school, your belongings, and the belongings of others.

Always be where you are supposed to be.

Always try to perform better than you did yesterday.

We have increased the safety of the school by making our school a closed campus. All students are dropped off at the main entrance in the morning. All visitors are required to check-in and out at the front office, signing in and obtaining a visitor's badge. Supervisors roam the hallways. No one can pick up or check out a child from the office without a photo ID and his/her name on the student's emergency card.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

### **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### **NOTICE OF REGULATIONS**



At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

All students at Christa McAuliffe will be held to the Christa McAuliffe dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing and change, to adhere to the school's dress code policy.

The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education.

The school dress codes are regularly reviewed by the School Site Council and or School Safety Committee following board education policies.

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Shirts should be tucked in, and the seat of pants cannot sag.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

The student day is from 8:45 a.m. to 2:55 p.m. (Transitional Kindergarten (TK) and Kindergarten are from 8:35-2:02 p.m.). Supervision at the school site begins at 8:10 a.m. Parents are not allowed in the cafeteria, on the playground or escorting students down the hallways without a visitor's pass. Office hours are from 7:30-4:00 p.m.

Once students arrive on campus, they should proceed directly to either the cafeteria for breakfast or onto the playground.

Students are not allowed to loiter on campus after school. Students are allowed on campus after school if they are participating in after school tutoring classes, team sports, or attend the after school Oxnard Scholars program.

Students whose parents are late picking them up are not allowed to sit out front to wait for a parent. They are directed to sit inside the building near the windows providing them a clear view of the front of the school. TK and Kindergarten students are brought directly to the office when parents are late. Parents who are habitually late retrieving their student(s), receive a phone call from the principal.

Crosswalks are clearly marked with traffic signs.

A campus supervisor escorts students across main driveway each morning and afternoon.

We have also closed the campus, which means that no one is allowed to go past the lobby unless they have previously signed in at the main office and received a visitor's or a volunteer badge. Parents who drop off or pick up their children must wait in the lobby or front of the school.

We consistently check IDs when individuals come to the main office to pick up their student early from school. We match the IDs to the information provided on the emergency cards.

**Tardy/Late Policy:**

Students must be at the front door by 8:45 a.m. They are encouraged to be on the playground before that time, so that they may line up with their class.

Students arriving after the 8:45 a.m. bell must report to the office for a tardy slip. The slips are marked excused or unexcused depending on the circumstances. They must report to their class immediately.

Excused tardies are only given for valid reasons such as a doctor's appointment.

Students who arrive at school 30 minutes or later are marked "truant tardy". Three or more truant tardies are grounds for an SARB letter.

**EXCUSED ABSENCES**

These can only result from an illness, medical/dental appointments, court appearances, a religious holiday or a death in the family. All other absences are considered unexcused. When a student is absent, parents are expected to call the office (385-1560) the same day or the previous day.

**RETURNING AFTER AN ABSENCE**

Students must bring a dated note from the parent(s) or guardian stating the reason for the absence, with student name, grade, date of absence, and parent/guardian signature.

The note must be received by the office before the 8:35 a.m. bell.

**TRUANCIES (UNEXCUSED ABSENCES)**

The following are considered truancies:

Absent from school without the knowledge and /or consent of the parent/school

Leaving the school grounds during the day without permission

Staying out of class without permission

Have excessive tardies

If a student is habitually late or absent from school, various measures may be followed including referrals to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requirements that parents attend parenting classes to fines and/or court appearances.

In all cases of truancy, students will be assigned appropriate consequences.

\*\*\*The Outreach Consultant, Principal and the Attendance technician work together weekly to monitor attendance violations to ensure that administrative staff is aware of the accumulation of student tardies and/or absences.

#### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

##### **Component:**

Positive School Climate

At Christa McAuliffe, The STEAM Education School we have high expectations for all students, parents, and staff. In classrooms, on playgrounds, and during all school activities, we follow behavior standards and rules with appropriate social expectations.

##### **Element:**

School-wide Positive Behavior Support

##### **Opportunity for Improvement:**

Minimize the amount of students' negative behavior in all school settings

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Develop and implement a comprehensive school-wide positive behavior support system founded in the behavior positive support model of CHAMPS; Conversation, Help, Activity, Movement, Participation &amp; Success for the common areas of the campus</p>	<ol style="list-style-type: none"> <li>1. Hold regular meetings with McAuliffe's Safety Committee</li> <li>2. Conduct school-wide training</li> <li>3. Identify a way to disseminate school-wide behavior expectations</li> <li>4. Develop a new behavior referral form</li> <li>5. Reduce the amount of referrals due to negative behavior</li> <li>6. Provide staff with resources that emphasize components of the CHAMPS program.</li> <li>7. Hold student assemblies to discuss behavior expectations.</li> </ol>	<p>CHAMPS School-Wide Training for staff and students</p>	<p>School Principal and Outreach Coordinator School's Safety Committee</p>	<p>Office Referrals Teacher Reports</p>
<p>Teachers, support staff, administration, parents and students will work together and build a sense of community</p>	<ol style="list-style-type: none"> <li>1. Staff shall practice a code of ethics that embraces Cultural Proficiency.</li> <li>2. Staff will work with parents and students in a way that affirms universal human values such as respect, honesty and fairness.</li> </ol>	<p>Cultural Proficiency Training</p>	<p>School Principal</p>	<p>Observation Reports</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop a plan to meet the needs of students who have social/emotional challenges.	<ol style="list-style-type: none"> <li>1. Use a referral system to identify students who may have these challenges</li> <li>2. Get parent permission for student to see school counselor</li> <li>3. Counselor will either conduct Social Skills counseling groups based on gender and age or provide one on one sessions</li> <li>4. Outreach Consultant can contract community resources for off site support for students and their families and/or provide PPP classes to the parents and guardians of the student.</li> </ol>	Second Step program PPP Classes City Impact-Interface	School counselor and Outreach Coordinator	Pre and Post measures Teacher reports Observations Student Interviews Number of referrals
All Playground Supervisors and all Support Staff (Media Technician, Office Personnel, Custodians, etc.) will be trained in the behavior model of CHAMPS	<ol style="list-style-type: none"> <li>1. Offer CHAMPS training for all staff, specific to their role</li> <li>2. Hold Monthly Meetings with Playground Supervisors and all Support Staff to discuss student behavior.</li> <li>3. Meet with CHAMPS consultant from VCOE.</li> </ol>	CHAMPS School-Wide Training for staff and students	School Principal and Outreach Coordinator School's Safety Committee	Agendas Hand-Outs
Work with School Resource Officer (SRO)	Meetings Cyber bullying Crosswalk safety Assemblies	Oxnard Police Department	School Principal, School Resource Officer, Outreach Coordinator School's Safety Committee	Regular Visits Safety Drill Documents Evaluation of parent meetings

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>Implement Positive Behavior Interventions and Support (PBIS) to ensure school-wide positive behavior support</p>	<ol style="list-style-type: none"> <li>1. Hold regular meetings with McAuliffe's Safety Committee</li> <li>2. Conduct school-wide training</li> <li>3. Implement positive behavior strategies school-wide</li> <li>4. Reduce the amount of referrals due to negative behavior</li> <li>5. Hold student assemblies to discuss behavior expectations.</li> </ol>	<p>PBIS resources, lesson plans, videos</p>	<p>School Principal, counselor, Outreach Coordinator, all teachers Yard Supervisors School's Safety Committee</p>	<p>Office Referrals Health referrals Teacher Reports</p>
<p>Implement "The Big Six" positive discipline approach for student conduct, safety and character: Show respect to every student and every adult, use words that compliment, help, and support people, settle differences peacefully, together, take care of the school, your belongings, and the belongings of others, always be where you supposed to be, always try to perform better than you did yesterday.</p> <p>school-wide implementation .</p>	<ol style="list-style-type: none"> <li>1. Student assemblies to introduce and teach "The Big Six"</li> <li>2. Teach reinforcement of the "The Big Six" in and outside of the classroom</li> <li>3. Student recognition and praise for using the "The Big Six"</li> </ol>	<p>School</p>	<p>Principal, Counselor, teachers, supervisors and the rest of the school personnel.</p>	<p>Office Referrals Student interviews Counseling referrals Parent communication Teacher Reports</p>



Objectives	Action Steps	Resources	Lead Person	Evaluation
Develop and implement a comprehensive schoowide positive behavior support system founded in the behavior positive support model of CHAMPS; Conversation, Help, Activity, Movement, Participation & Success	<ol style="list-style-type: none"> <li>1. Hold monthly meetings with McAuliffe's Safety Committee</li> <li>2. Conduct school-wide training</li> <li>3. Identify a way to disseminate school-wide behavior expectations</li> <li>4. Develop a new behavior referral form</li> <li>5. Reduce the amount of referrals due to negative behavior.</li> <li>6. Provide teachers with resources that emphasize CHAMPS components.</li> <li>7. Conduct student assemblies to reinforce expected behaviors.</li> </ol>	CHAMPS training	School Principal, Outreach Coordinator and School's Safety Committee	Office Referrals Teacher Reports

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure that all school facilities are safe and in working order.	<ol style="list-style-type: none"> <li>1. Conduct walk-throughs</li> <li>2. Submit and monitor Facility Work Orders</li> </ol>	Safety Check-List and Observation	School Principal and Lead Custodian	Walk-Through Reports Work Orders
Communicate Safety Plan to all Stakeholders	<ol style="list-style-type: none"> <li>1. Hold Parent-Community meetings to disseminate the information to all stakeholders.</li> <li>2. Hold Faculty Meetings informing staff of the School's Safety Plan</li> </ol>	Agendas Minutes Hand-Outs	School Principal	Agendas

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Objectives	Action Steps	Resources	Lead Person	Evaluation
Disseminate School Safety Plan to all stakeholders	<ol style="list-style-type: none"> <li>1. Hold Parent-Community Meetings to inform all parents and guardians of the procedures in case of an emergency/disaster</li> <li>2. Hold Student Assemblies to educate students in what to do and expect in case of an emergency/disaster</li> <li>3. Hold meetings with all staff to inform everyone of the procedures in case of an emergency/disaster</li> <li>4. Coffee with the Principal</li> </ol>	Agendas Staff Meetings Parent Group Meetings	School Principal and Outreach Coordinator School's Safety Committee	Agendas
Ensure the school's Emergency Operations Plan is easily implemented	<ol style="list-style-type: none"> <li>1. Hold Monthly fire drills.</li> <li>2. Train entire school staff on their responsibilities during an emergency situation</li> <li>3. Hold evacuation drills yearly</li> </ol>	Calendar Handout Connect Ed	School Principal outreach Coordinator School Safety Committee	Calendar
School-wide Disaster Preparedness	<ol style="list-style-type: none"> <li>1. Hold earthquake, fire and evacuation drills during school hours</li> <li>2. Conduct lock-down drills</li> <li>3. Hold regular meetings with all staff to review procedures</li> </ol>	Oxnard School District Emergency Operations Plan Oxnard School District Crisis Intervention Plan Oxnard Police Department	School Principal, School Resource Officer, Office Manager School's Safety Committee	School Safety Committee
Conduct two evacuation drills per year.	<ol style="list-style-type: none"> <li>1. Safety Committee will meet regularly to review effectiveness of current procedures</li> <li>2. Make necessary changes to the plan and notify all school staff</li> </ol>	Agendas Hand-Outs Connect Ed	School Principal, Assistant Principal and School's Safety Committee	Revised Plan

## **(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

### **Christa McAuliffe, The STEAM Education School Student Conduct Code**

#### **PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents, and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

We want our students to develop a sense of values and to become:

Caring  
Honest  
Responsible  
Well mannered and courteous  
Respectful  
Knowledgeable of right and wrong  
Fair  
Positive in outlook  
Compassionate  
Self-disciplined

#### **BELIEFS**

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards, and consequences, so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

#### **PHILOSOPHY**

A student's education is dependent upon a "Team" effort involving the student, parents, and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents, and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct concerning life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

#### **Expectations of Students**

Attend school regularly and be on time for each class.

Know and obey school rules and regulations.

Be courteous and respectful to school personnel, fellow students and the public in general.

Do not disrupt the learning of others.

Respect public and private property.

#### **Expectations for Parents**

Assure that your child is in school and on time each day.

Ensure that your child is appropriately prepared for school (dress, nutrition, and sleep).

Be responsible for your child's behavior.

Teach the pupil respect for the law and the rights of others.

Visit the school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-discipline and control.

#### **Expectation for Teachers**

Provide positive learning experiences appropriate for each student.

Consistently enforce classroom rules, district rules, and policies.

Communicate on a regular basis with parents concerning their child's progress.

Be available to parents for conferences and communication.

Continually improve professional competencies in matters of student control and discipline.

Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor classroom, school and district rules and policies.

Counsel with students and parents regarding disciplinary matters.

Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.

Provide leadership that will establish, encourage and promote teaching and effective learning.

Work closely with parent groups to design a Parent/Student/School Compact that outlines the responsibility and expectations for each group.

#### Basic School Rules:

Attend school regularly.

Be on time.

Be prepared for class.

Treat others with respect, care and consideration.

Promptly obey school authorities without argument.

Conserve and protect the school and private property.

Engage in activities without "body contact."

Obey all school, playground, and rules.

Use appropriate language.

Follow district dress/uniform standards.

Use class time wisely.

Work quietly without disturbing others.

Respect the rights of others.

Complete all assignments on time.

Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns, and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in the prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students, May Be Disciplined for the Following Reasons:

a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or

(3) Willfully used force or violence upon the person of another, except in self-defense.

r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.

s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.

t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.

u) Committed or attempted to commit robbery or extortion.

v) Caused or attempted to cause damage to school property or private property.

w) Stole or attempted to steal school property or private property.

x) Possessed or used tobacco, or tobacco products.

y) Committed an obscene act or engaged in habitual profanity or vulgarity.

z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.

aa) Disrupted school activities or otherwise willfully defied the valid authority

bb) Knowingly received stolen school property or private property.

cc) Possessed an imitation firearm.

dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.

- ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- s) Aided or abetted the infliction or attempted infliction of physical injury.

E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.  
 E.C. 48900.7 Pupil has made terrorist threats against school officials or school property or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school-sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Inappropriately using cellular telephones or electronic devices;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school-sponsored events;
- Habitual tardiness or truancy;
- Forging parents' signatures or school documents (CAC 306).

## **Conduct Code Procedures**

### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

Positive replacements strategies are taught and encouraged

Compliments

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The school's Safety Plan is reviewed for advisement by the Leadership Team, Faculty, and ELAC committees. The plan is approved by School Site Council.

All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety. If at any time any of the stakeholders feel that the plan needs to be amended, the following process will be followed:

1. Safety Committee will be convened to discuss issue
2. Changes will be proposed
3. Proposed changes will need to be reviewed and approved by School Site Council
4. Amendments will be made

**Safety Plan Appendices**



**Emergency Contact Numbers**

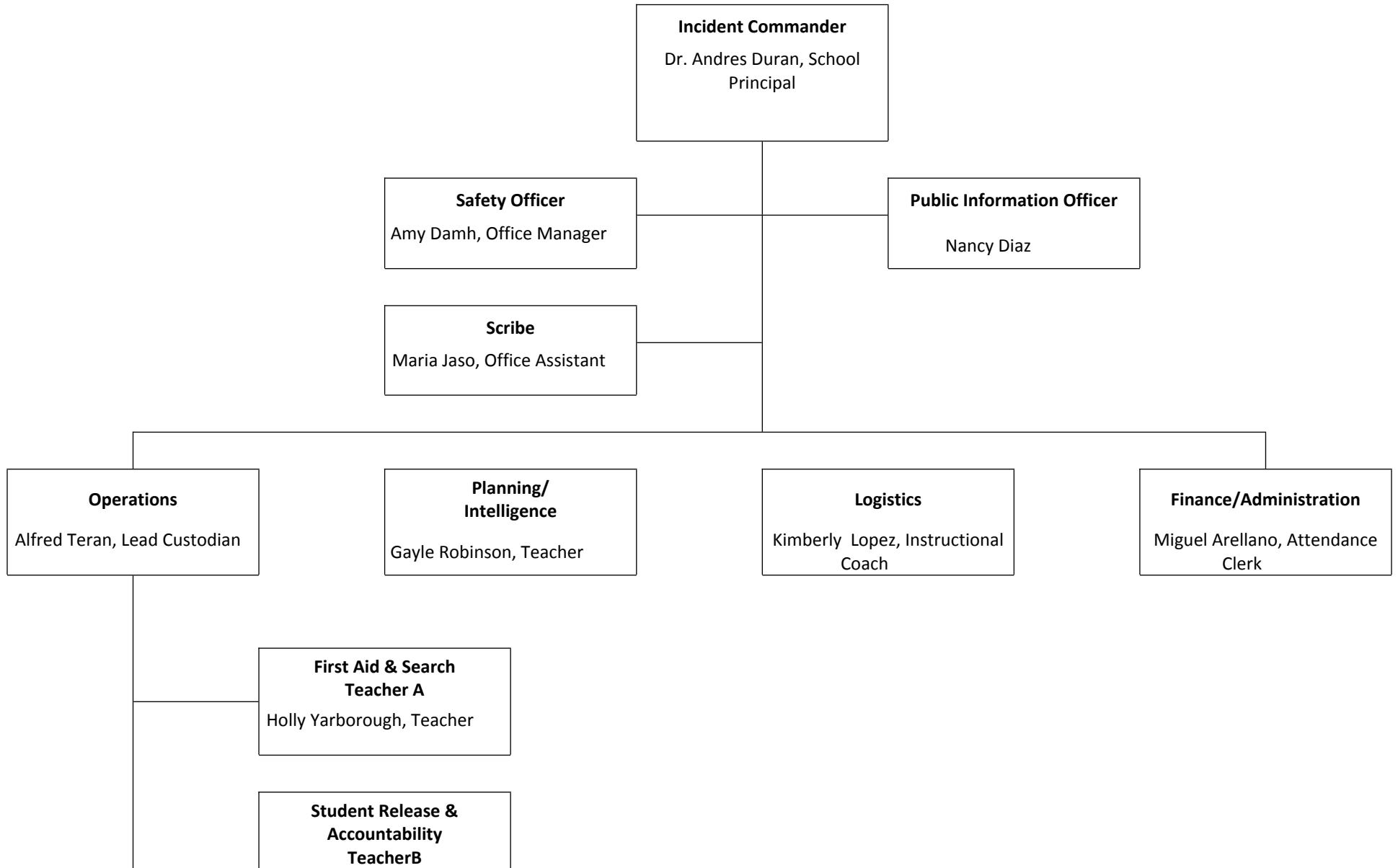
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; (805) 486-1663 from cell phone	(805) 486-1663 from cell phone
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	(805) 654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	(805) 988-2500	
Local Hospitals	Ventura County Medical Center	(805) 652-6000	
Local Hospitals	Community Memorial Hospital	(805) 652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
September review plan with staff.	September	
Safety Committee meets to review the Safety Plan	January	
Faculty Meeting is held to review safety procedures in the Safety Plan	March	
Safety Plan is shared with SSC	January-February	
Safety Plan is shared with ELAC	January-February	
Hold Parent/Community meetings to disseminate information	September	

Christa McAuliffe, The STEAM Education School Incident Command System



Amanda Wilson, Teacher

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

The children, staff and community members will be moved to a safe area when an animal is present near, or on campus. If possible, the campus custodian may assist in securing the animal from becoming harm or hurt anyone. The animal may be confined to a secured area until it is removed from the campus by animal control

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report" (see form following).
2. Contact the police and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search own classroom (see sample emergency message following).
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or another emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, the age of the children, the location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon the first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.



3. Inform teachers and staff of the emergency situation. If necessary, signal a “Lockdown”.
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, “DUCK – COVER AND HOLD.” Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, “LEAVE BUILDING” (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under “Inside School Building.”

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do “DROP – TAKE COVER.”
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command “DROP – TAKE COVER.”
2. Turn off the ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student’s needs should be assessed concerning the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command are to be given immediately. Do not approach windows or doors.

2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate the building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at a safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether a further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate the building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at a safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether a further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

## **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

## **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

## **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary, evacuate location to move away from the crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disasters; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

## **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent, and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health.
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

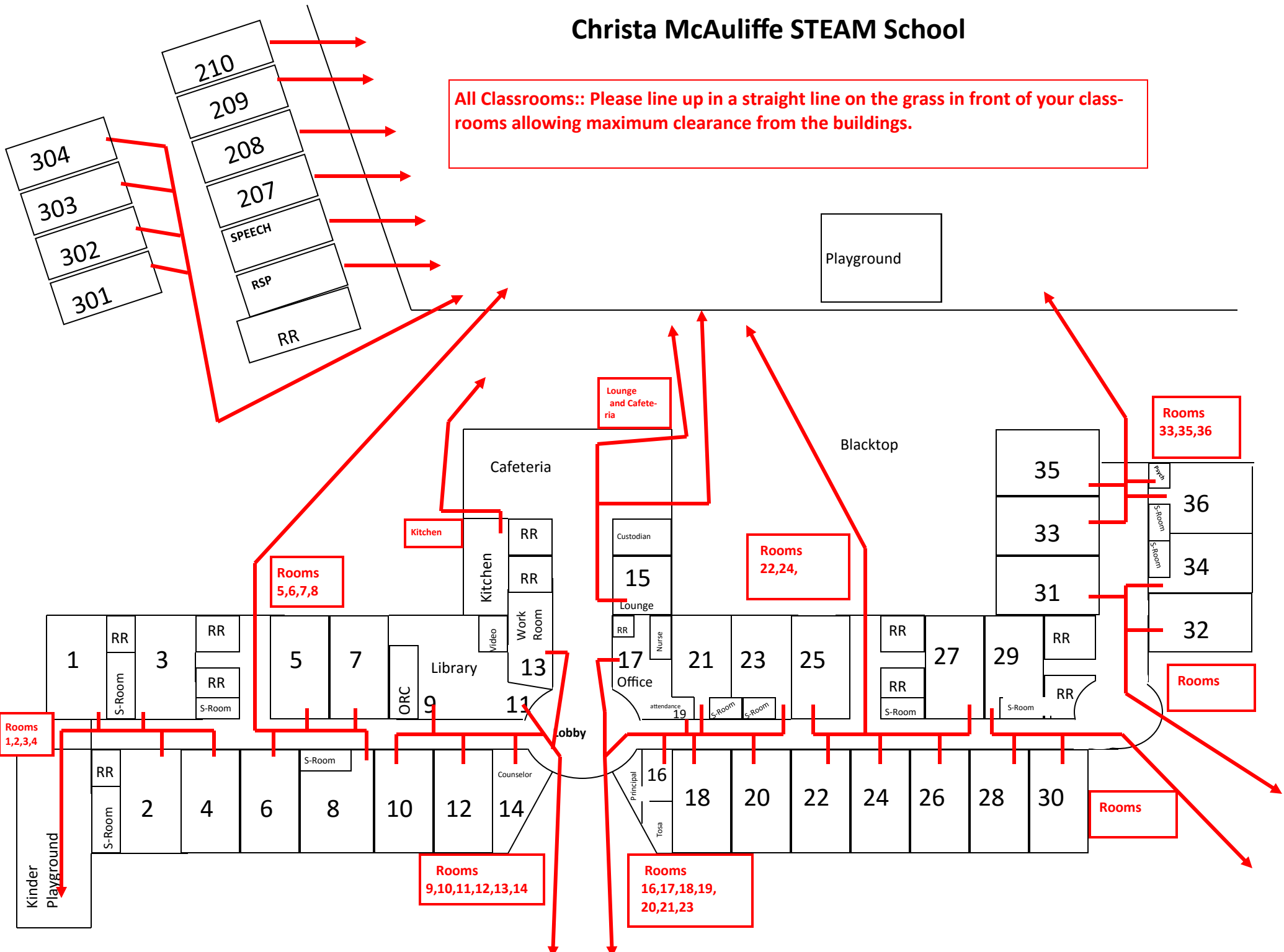
### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

# Christa McAuliffe STEAM School

All Classrooms:: Please line up in a straight line on the grass in front of your classrooms allowing maximum clearance from the buildings.



Rooms 1,2,3,4

Rooms 5,6,7,8

Rooms 9,10,11,12,13,14

Rooms 16,17,18,19, 20,21,23

Rooms 22,24,

Rooms 33,35,36

Rooms






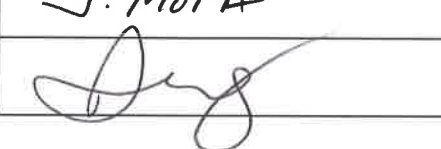
Rooms

# Comprehensive School Safety Plan SB 187 Compliance Document

**2016 - 2017  
School Year**

**School:** McKinna Elementary School  
**CDS Code:** 60-55354  
**District:** Oxnard School District  
**Address:** 1611 South J Street  
 Oxnard, CA 93033  
**Date of Adoption:** December 5, 2016

**Approved by:**

Name	Title	Signature	Date
Anne Jenks	Principal		12/5/16
Andrea Pulido	Teacher/SSC Chairperson		12/5/16
Elena Salgado	Counselor		12/5/16
Dr. Palomo	ELAC/ President/Grandparent		1/9/17
Susana Perez	Parent/SSC Member		1-9-17
Officer John Mora	Oxnard Police Department/SRO	J. Mora	1-6-17
Juan Oy	Teacher/ Deputy Incident Commander		12/6/16

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at McKinna Elementary School's office.

### **Safety Plan Vision**

At McKinna School, we support our district's motto, "Educate, Inspire, and Empower," and seek to find avenues within our students' learning journeys that lead them to become life-long learners, who have talents, skills, knowledge, and compassion to enrich our world. Our students are our future, and we commit to work together in partnership to bring about their ultimate well-being.

We believe all stakeholders deserve a physically, emotionally, and mentally safe, secure, and positive learning environment through a caring, supportive staff, engaging curriculum, procedures, and training in order to accomplish the goals of high academic achievement and civic responsibilities.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **McKinna Elementary School Safety Committee**

Anne Jenks (principal), Andrea Pulido (Teacher/SSC Chairperson), Dr. Palomo (ELAC President), Susana Lopez (parent SSC member), Elena Salgado (counselor) and Officer Mora (Oxnard Police Dept. Student Resource Officer), Juan Oy (Teacher and Deputy Incident Commander)

### **Assessment of School Safety**

The principal attended an information meeting given by the Oxnard Police Department as well as a Threat Assessment Workshop given by the Ventura County Sheriff's Department in 2013. A major consideration was to close the campus to all adults before school and after school. This recommendation was put into effect with the new Closed Campus Policy which was instituted in January of 2013. The principal held two meetings to inform parents of the changes and written information was distributed to parents as well. All adults that are not part of the school staff are required to sign-in at the school office and get a badge identifying them as visitors.

Oxnard Police Department gave a presentation and training on Active Shooter Situations in October of 2016.

The Risk Management Department from the District conducted a Safety Inspection in fall of 2015. A report was submitted and necessary changes were made or are the process of being made by either school personnel or district personnel.

All safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

Oxnard Fire Department, Disaster Preparedness Contact, Susan Duenas, presented at a staff meeting in September of 2016 and followed up with a six-hour training on the SIP Day on October 31, 2016. During this training, staff members were taught how to do Search and Rescue, Emergency First Aid and Fire Containment by members of the Oxnard Fire Department.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws.

The Safety Committee and parents from both ELAC and the school's site council had an opportunity to review the plan and make recommendations. The Incident Command System was reviewed at a staff meeting and staff volunteered to assume the responsibilities of the positions listed. A phone tree was created to allow staff to quickly notify each other in case of a school closure or other emergency.

Ongoing assessments of the campus are conducted by the lead custodian, cafeteria personnel, and other staff and reported to the principal. If the problem reported is minor, McKinna staff make the necessary repairs, but if the situation is out of the scope of McKinna employees, work orders are generated to amend any problems.

In order to ensure that students engage in safe behavior, the school utilizes the CHAMPS program of expectations. These are the school rules. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not followed. In January of 2016, new teachers were trained in CHAMPS to provide consistent implementation.

Security has been increased by making the campus a closed campus. All students are dropped off at the main gate in the morning. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge. To maintain a closed campus, a doorbell was installed on the back door to the kitchen so that the door could remain closed during the time that school was in session and children were on the campus.

Monthly fire drills are conducted and bi-monthly fire and earthquake drills are conducted. Lockdown drills are conducted semi-annually with the cooperation of the Oxnard Police Department.

All persons picking up students during the school day must be listed on the emergency card as having permission to pick up the child. Those identified persons must have a valid picture ID. Persons not having the correct ID or not listed on the emergency card will not be allowed to remove the child from campus.

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

School dress codes are reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

1. Shoes must be worn at all times. Thongs or backless shoes or sandals are not acceptable. Shoes with high heels are not appropriate and may not be worn during PE or other physical activity.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors by male students.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
6. The seat of pants cannot sag.
7. Uniforms consisting of a navy blue skirt or pants and white shirt with a collar are preferable, although any clothing that meets the above description is acceptable school attire.

California Education Code Title V. Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

##### **SCHOOL HOURS**



The student day is from 8:10 am to 2:20 p.m., kindergarten and transitional kindergarten students are in school from 8:10 a.m. to 1:27 p.m. with the exception of those students attending after school intervention classes or in the after school program. Parents dropping students off at school should be aware that supervision IS NOT available before 7:30 a.m. School office hours are 7:30 a.m. to 4:00 p.m.

- Once arriving at school, students are to immediately come onto the campus and move to the cafeteria, or playground if there is time to spare until the first bell at 8:07 a.m. At 8:07 a.m., all students are to proceed to line up on the playground. Under no circumstances are students to leave the campus to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking or riding a bus. Students waiting for rides home via automobile need to wait in the designated pickup area located in front of the school. Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.

#### CLOSED CAMPUS – LEAVING EARLY

McKinna is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours. Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for the bus. Students may leave campus during school hours if parents or guardians or persons designated by parents or guardians come to pick them up from school. Written request from a parent or guardian must be submitted if someone other than the parent or someone on the emergency card is going to pick up a child. Persons picking up students during the school day must sign the student out in the front office and have a valid picture ID, preferably government issued.

Under no circumstances should a student leave campus without permission.

Parents must check in at the office in order to pick up students who are leaving campus for appointments. Only parents and guardians listed on the Emergency card with an ID can sign out for a student leaving campus. All adults visiting the school must sign in at the office and receive a visitor's badge. This includes district personnel.

#### TARDY / LATE POLICY

- Be at school by 8:10 a.m.
- If a student is late to class without an approved reason it is a tardy.
- If a student is late in the morning (after 8:10 a.m.), he/she must report to the office for a late slip, and then quickly go to class.
- An "excused late" will be assigned when parents have called the school with a valid excuse such as a doctor or dentist's appointment.
- Oversleeping, etc., are not valid reasons for an "excused late".
- Truant Tardy is when students arrive to school 30 minutes late. When a student is determined to have a truant tardy he/she could be assigned an office detention, be placed on an attendance contract, or possibly be referred to SARB and receive a citation.

#### EXCUSED ABSENCES

These can only result from illness, medical/dental appointments, court appearances, or death in the immediate family. All other absences are considered unexcused.

When a student is absent, parents are expected to call the school (385 - 1563) the same day of the absence.

#### RETURNING AFTER AN ABSENCE

1. Bring a dated note from parent(s) or guardian stating the reason for the absence, with your name, grade, date of absence, and parent signature.
2. Give the note to the Attendance Clerk or Teacher prior to 8:10 a.m. to avoid being late for class.

#### TRUANCIES (UNEXCUSED ABSENCES)

The following are considered trancies:

1. Being absent from school without the knowledge and consent of the parent/school.
2. Leaving the school grounds during the day without permission.
3. Staying out of class without permission.

If a student is habitually late or absent from school, various measures may be taken including referral to SARB (School Attendance Review Board). Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents.

In some cases of truancy, students may face disciplinary action that may include after school detention depending on circumstances.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Site-based response see examples below.

Objectives	Action Steps	Resources	Lead Person	Evaluation
All students will participate in the Peacemakers Program. Participation will be reinforced by certificates given to students at awards ceremonies.	ORC, Counselor and Social Worker present to classes.	Staff	Petula Rodriguez (ORC) and Elena Salgado (Counselor)	Principal
Teachers will identify exemplary students .	Monthly awards given to exemplary students at awards ceremonies	Certificates and peace signs purchased from Oriental Trading.	Elena Salgado	Principal
All students and staff will participate in CHAMPS and Lesson One. New teachers trained.	VCOE trainer trains teachers who were not trained were trained in January 2016.	Handout from workshop. Posters were created by the staff in the fall of 2016 and will be posted in hallways, on the playground and in the cafeteria.	Principal	Principal
Campus closed during times that students are on campus.	Make sure gates are closed.	Staff monitors gates	Principal/Lead custodian	Principal
All gates need to be locked after entry to or exit from the school.	Post signs on the gates.	Pubs	Principal	Principal/Safety Committee
Check doors and remind teachers and staff members that doors need to be locked.	Post reminders in the Weekly Bulletin. Have conversations with individuals.	Weekly Bulletin	Maria Mendoza and Principal	Principal/Safety Committee

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Site-based response (See examples below)

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff will be familiar with new terminology included in Lockdown Procedures distributed by OPD.	Email new terminology and lockdown procedures to staff.	Oxnard Police Department Handout	Principal	Staff will know what to do in a lockdown.
After School Program will participate in lockdown drills to ensure safety of students throughout the regular and extended school day.	Inform ASP staff of McKinna lockdown drill procedures. Meet with ASP staff to schedule a drill. Follow up with ASP staff to see how drill went.	Oxnard Police Department Handout	Principal	Oxnard Police Department will give feedback to staff after drills have been completed.
Keep children safe while crossing streets.	Campus Assistant will be trained to cross children. Parents have contacted the City of Oxnard and requested a flashing light at the crosswalk.	. Oxnard Police Department and the City of Oxnard.	Principal	a school employee will be crossing children if the OPD Crossing Guard is not available
Make sure that teachers talk to students about crosswalk safety.	Teachers will show videos and discuss crossing safety.	YouTube videos and Family Time	Principal	Students will obey traffic safety rules.
Principal and team will learn how to de-escalate situations where students become agitated and if necessary, practice safe restraint methods	Attend NCPI training.	SELPA NCPI Trainings	Principal	Staff will be able to address situations where students become highly agitated using best practices.
Keep students physically, emotionally and mentally safe at school	Staff will be informed about their responsibility to report suspected child abuse and neglect. SRO will be contacted to provide support.	SRO, (Oxnard Police Department), Counselor, ORC and Social Worker.	Principal	Principal will review monthly reports of referrals from the ORC, counselor and social worker and parent concerns.

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Site-based Response

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure that the campus is safe from unwanted intruders.	Post signs by gates and remind staff in weekly bulletin and also at staff meetings.	Publications	Office Manager	Gates will remain locked.
Ensure that classroom doors are locked at all times.	Send reminders in weekly bulletin and verbally.	Weekly bulletin	Office Manager/Principal	Doors will remain locked.
All students and staff members will be familiar with safety procedures.	Monthly fire drill and bimonthly earthquake drills will be scheduled and all students and staff will participate.	Great Shakeout earthquake simulation.	Principal and Office Manager	Students and staff will demonstrate safe behavior during drills.
Teachers will be familiar with techniques for search and rescue, emergency first aid, fire containment and lockdown procedures	Oxnard Fire Department will train at a staff meeting and on the October 31 SIP Day. Police Department will present Active Shooter Response during a staff meeting in October.	Oxnard Fire Department and Oxnard Police Department.	SROs, and members of the Oxnard Police Department and Principal.	Teacher debriefing and response.

## (I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

### McKinna Elementary School Student Conduct Code

#### Conduct Code Procedures

##### PURPOSE

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

##### GOALS

We want our students to develop a sense of values and to become:

Caring

Honest

Responsible

Well mannered and courteous

Respectful

Knowledgeable of right and wrong

Fair

Positive in outlook

Compassionate

Self-disciplined

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities that must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone. Students are encouraged to develop self-control so that they can make good decisions in and out of school.

### Expectations of Students

Be regularly in school attendance and be on time for school every day.

Follow the Pledge for Success.

1. Listen to what others have to say.
2. Do your best.
3. Treat others the way you would like to be treated.
4. Celebrate diversity.
5. Remember that you have people who care about you in your family, school and community.

### Expectations for Parents

Assure that your child is in school and on time each day.

Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)

Be responsible for the pupil's behavior.

Teach the pupil respect for the law and the rights of others.

Visit your school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.

Help your child to learn self-control.

### Expectation for Teachers

Provide learning experiences appropriate for each student.

Consistently teach the skills in the Pledge for Success and Lesson One and CHAMPS.

Communicate on a regular basis with parents concerning their child's progress.

Be available to parents for conference.

Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor Lesson One and CHAMPS implementation, district rules and policies.

Counsel with students and parents regarding disciplinary matters.

Provide professional growth experiences that will assist staff in increasing competencies for student control and discipline.

Provide leadership that will establish, encourage and promote teaching and effective learning.

### Student Conduct, Concerns and Consequences:

Student conduct that prevents students from learning or teachers from teaching will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they don't follow the Pledge for Success, a consequence will result.

### Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (3) Willfully used force or violence upon the person of another, except in self-defense.
- r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.

- u) Committed or attempted to commit robbery or extortion.
  - v) Caused or attempted to cause damage to school property or private property.
  - w) Stole or attempted to steal school property or private property.
  - x) Possessed or used tobacco, or tobacco products.
  - y) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - aa) Disrupted school activities or otherwise willfully defied the valid authority
  - bb) Knowingly received stolen school property or private property.
  - cc) Possessed an imitation firearm.
  - dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee with the principal or designee's concurrence. (Education Code 48915 (c) (5))
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 – 11058.
4. Committing or attempting to commit a sexual assault.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

Deliberate littering of school premises;  
Chewing gum while at school;  
Using electronic devices during times when use is not allowed or to cause a disturbance  
Not adhering to the school dress code;  
Making bomb threats or false fire alarms;  
Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;  
Habitual tardiness/truancy;  
Forging parents' signatures or school documents (CAC 306).

#### Consequences

After rules are taught, student may be counseled by his/her teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct. Some of these include "Catch of the Day" and Lunch with the Principal.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.



## **Safety Plan Review, Evaluation and Amendment Procedures**

The completed plan will be distributed to team members by email and printed copies for review. Parents and teachers have been invited to participate in the review and revision of the plan, and the Student Resource Officer will do a final review before signing the plan. Plan will be translated into Spanish to make it accessible to the majority of parents. A copy of the school plan will be available in the school office for review.

## Safety Plan Appendices

**Emergency Contact Numbers**

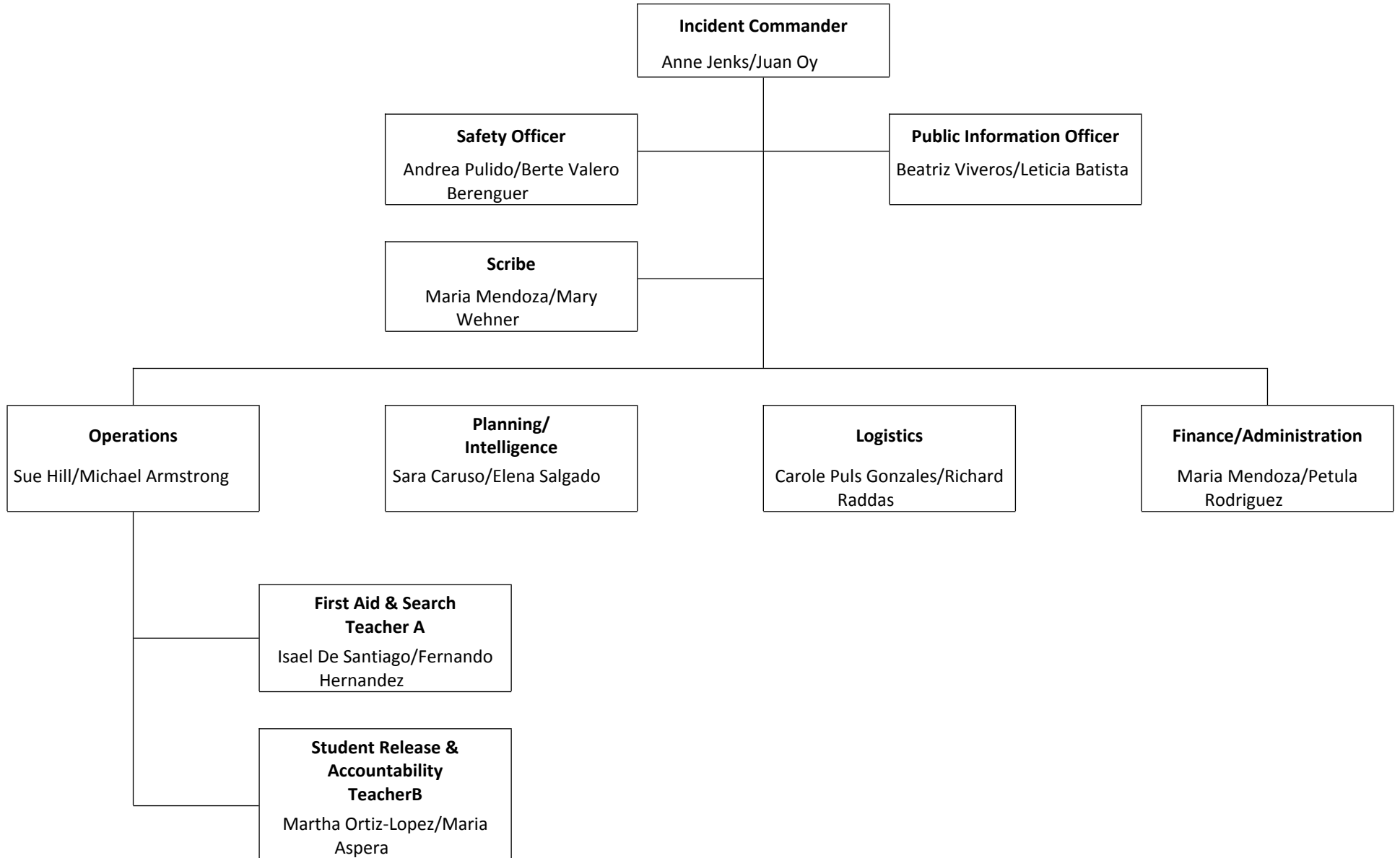
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Review with plan with staff. Review plan with safety committee in December. Members including parents and staff are selected in December. December review plan with Leadership Team, Safety Committee and School Site Council. Update plan by March of each year.	12/2016	
Plan will be distributed to Safety Plan Committee Members for review and revision	12/2016	
A copy of the plan will be made available to members of ELAC and other parents in the front office of the school. Office personnel will translate the plan for parents if necessary.	1/2017	

**McKinna Elementary School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

All McKinna staff will have been trained on the use of terminology and the functions of the five systems by the end of the 2016-2017 school year. Staff members have volunteered for each of these five areas to insure the smooth implementation of the Safety Plan.

### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

Students have been told not to approach animals on campus. This is reviewed twice a year during Discipline Assemblies. Custodian has a tool to restrain stray animals and we have a fenced area to hold them until animal control can pick them up.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.



## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.

3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.

2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

## **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

## **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

## **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

## **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.

5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.

6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

# Mckinna School

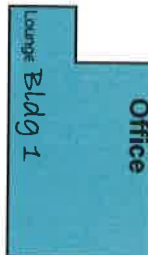
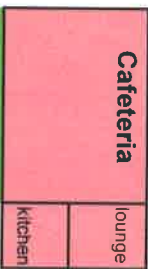
1611 South J Street

Small Parking Lot

**Evac. Bldg 8**



Parking Lot



Kinder  
301 Batista

Bldg 3  
classet

Kinder  
302  
Hernandez

TK  
303 Maya

TK-Valero-B  
304

Bldg 4  
401 Wehner (1st)

1st  
402 Alexander

Kinder  
403 Camillon

Kinder  
404 Wyatt

405 Gose  
restrooms

Bldg 5  
501 Woods

(1st)  
502 Valdivieso

(1st)  
503 Gomez

(2nd)  
504 Viveros

(2nd)  
505 M. Batra  
restrooms

P. Rodriguez  
Bldg 6  
601 Steffenaar (2nd)  
902

(4th)  
602 Armstrong

(4th)  
603 Hill

(5th)  
604 Velarde

(5th)  
605 Oy

901  
Bldg 9

902  
Bldg 10

1001 Vargas

1002 M. Woods

1003  
Comp. Lab/Aya

1004 5th Raddas

Bldg 10

Ortiz-Boulogé Soto-3 acad.  
1005 1006

4/5 academy  
1007

restrooms  
(3rd)

1105 Monser  
(3rd)

1106 Romert  
(2/3)

1107 Lara

(5th)  
1108 Bueno

1109 Hernan

1110 Carruso  
RSP

**Evacuation 301-304**

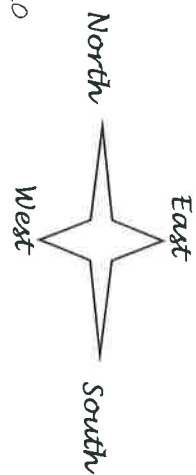
**Evacuation 401-405**  
501-505

**Evacuation 601-605**  
and 1001-1007

**Evacuation**  
1005-1110

Bldg 9  
Edison  
Bldg 12  
D. Pisors  
Library  
R. Johnstone  
C. Puls Gonzales  
(Reading Coach)

Isael De Santiago  
Rodolfo Jasso  
Randy Diaz







# Comprehensive School Safety Plan SB 187 Compliance Document

**2016-2017  
School Year**

**School:** Ramona Elementary School  
**CDS Code:** 56725386055362  
**District:** Oxnard School District  
**Address:** 804 Cooper Road  
Oxnard, CA 93030  
**Date of Adoption:** January 18, 2017

**Approved by:**

Name	Title	Signature	Date
Mary Arias Elisondo	Principal		1/18/17
Ofc. Pedro Rodriguez	School Resource Officer		1-18-17
Cindy Morales	School Site Council Chair		1/18/17
Claudia Martinez	Site Safety Committee Representative		1/18/17



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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Ramona Elementary School's office.

### **Safety Plan Vision**

Ramona Vision - Empowering Ramona Elementary Students to Achieve Excellence

Ramona Mission - To provide a safe and nurturing environment where students are empowered to become successful lifelong learners, reaching their academic and social potential.

Ramona School Commitment -

1. Teachers will guide students to become global citizens using technology and collaboration to develop critical, independent thinkers and leaders.
2. Students will accept the challenge and responsibility of becoming global citizens, and with determination, set and achieve goals.
3. The school will provide a supportive environment that addresses all needs of a student including nutrition, physical, and emotional safety and intellectual growth and development.
4. The school will provide opportunities for family and community partnerships through participation in school committees and events.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Ramona Elementary School Safety Committee**

Officer Pedro Rodriguez, Edith Marin (SOM), Claudia Casillas-Zuniga (ORC), Claudia Martinez (Counselor), Suzanne Shapiro (Teacher) and Mary Arias Elisondo (Principal)

### **Assessment of School Safety**

As a measure of assessment, staff, Classified and Certificated, Parents and Community members provide input and feedback on campus safety. These are our findings:

After sharing the school foci of safety and student achievement with staff, parents and the community in 2013-14, it was decided to have a single entry onto the campus and two exits for afternoon dismissal. In 2014-15 the single entry has improved the campus security by minimizing non-staff adults on campus. All visitors and guests continue through the main office to sign-in and out. Parents wishing to speak or visit a classroom are asked to provide advance notice. This year, the closure of a gate at dismissal has created an additional congestion on Bonita and Cooper Streets. Staff, parents and community members have complained about the added traffic and concern for student safety.

### **History**

In 2013-14 discussions were held on how to best communicate and ensure with our community of parents the need to ask for photo identification when picking up a child early or late. Parents were informed that all staff members are required to carry a staff picture id on their person while on campus. As a safety measure, all parents would be required to provide id without exception.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel. A follow-up was conducted to ensure that recommendations were addressed. Later in the year, the School Resource Officer from the Oxnard Police Department conducted a security inspection with the principal of the campus and made recommendations which were addressed by school personnel or by the district. Also, the Lead Custodian and the principal conduct monthly safety inspections. Any safety issues are reported by staff to the administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

### **Present**

In the current school year, we affirm that our campus has increased safety and security. However, there has been an increase of tragedies in the Ramona Elementary School Community and traffic continue to be a large concern for staff and parents.

Throughout the day, to ensure that students engage in safe behavior, the school utilizes CHAMPs (a positive reinforcement program). School rules will be explicitly taught and students will receive immediate feedback on their behavior. All students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The staff, School Site Council and the principal will review the programs at the end of each trimester. At this time the effectiveness of programs will be reviewed by comparing incidence of referrals and suspensions. The School Wide Plan should be reviewed by all staff annually. They shall receive a copy SIP day prior to school beginning or the first day of work on site. The safety team shall review the document at the beginning of each trimester. This meeting shall occur prior to the second week of beginning of said trimester. Necessary changes will be communicated to all staff.

### **Drills**

- SRO from OPD regularly attends lockdown drills scheduled by school staff to ensure that procedures are followed properly and provides feedback to Principal which will debrief with staff and do necessary changes
- Monthly Drills: Lockdown and Fire Drills
- Annual Drills: Earthquake Drill and Evacuation Drill

### **Traffic/Safety Enforcement and Communication**

- Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns.

- Administration communicates with the community via meetings, letters, and connect-ed phone messaging system regarding reminders for safety and traffic regulations.
- The safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

#### Repairs

- Minor repairs are made immediately through the lead custodian or work orders placed through the DO.
- Major changes may need to go through a process involving input from stakeholders which include the school's leadership team, staff, and parent groups.

#### Discipline and Behavior

- In order to ensure that students engage in safe behavior the school implements Lesson One and/or CHAMPS positive behavior support program. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to.

#### Emergency Supplies

- Conduct an annual inventory of Emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks.
- EOP updated and have first aid supplies and search and rescue plan in place.
- Staff trained in Emergency Operations Plan/School Safety Plan.

#### Student Security-Closed Campus

- Security measures are implemented by having a closed campus. All students are dropped off in the morning and enter through the main gate or through the office (when arriving after the late bell). Upon arrival, all students enter through the gate located on Bonita Street located near the cafeteria. A Campus Assistant is positioned at the gate to ensure only student and staff entry.
- Connect-eds, flyers, and beginning of the year student informational packets inform parents that students are not to arrive prior to 7:40 am due to no supervision of students.
- Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge.
- Students are dismissed at assigned gates at the end of the day.
- All adults picking up students before or after regular dismissal are required to be on the student's emergency card, be 18 years of age and produce a valid ID.
- All Campus Assistants are to be trained and able serve at the crosswalks.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

## **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

## **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.

- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with



the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

All students at Ramona Elementary will be held to the Ramona Elementary dress code policy. Students who violate the dress code policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents or guardians to bring appropriate clothing to school and change, to adhere to the school’s dress code policy. The purpose of the dress code policy is to ensure a safe and secure environment in which students can benefit from a quality education. The school dress codes are regularly reviewed by the School Site Council and/or the School Safety Committee following the board education policies.

Gang related apparel is defined as apparel that reasonably can determine to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to properly prepare for school, or shall be required to prepare himself for the schoolroom before entering.

Ramona Elementary School endorses the principle that dress and grooming of students is the responsibility of the student and parent/guardian and that good taste and good grooming are part of the socialization and learning process. School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Schools have the authority under state law to restrict the wearing of clothes which could be considered to be “gang” attire, or disruptive to the learning environment.

**DRESS STANDARDS**

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, gang attire (including professional sports attire) which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice. Any clothing, jewelry or personal items that interfere with school work; create disorder or disrupt the educational process, are not allowed.
3. Walking shorts are permissible and must be at least mid-thigh in length or reach the tip of middle finger as measured against the shorts or whichever is longer. All sports-wear-type shorts, bike shorts (spandex), frayed shorts, shorts with holes, or short-shorts are unacceptable. Shorts that stop between mid-calf and the knees, worn with long white socks are considered gang attire and may not be worn. There must be a least four inches between the top of the socks and bottom of the shorts.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Over-sized clothing is inappropriate. Clothing may be no longer than one size larger than the appropriate size. Pants must stay up on hips without use of a belt and should not cover shoes. Shirts longer than mid thigh in length must be tucked in pants.
6. Accessories and jewelry, which present a hazard to health or safety, are prohibited. Ear gauges, nose rings and lip rings may not be worn while on campus.
7. Hats, caps and other head coverings shall not be worn indoors.
8. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Students who violate the dress policy will be requested to correct inappropriate clothing, or call home to have proper clothing items brought to school. If available, "loaner clothes" may be given to replace inappropriate clothing.

**DRESS CODE COMMON SENSE RULE:**

Students may not wear clothing or hairstyles that are disruptive to the educational process.

**ALL STUDENTS WILL BE HELD TO THE RAMONA ELEMENTARY SCHOOL DRESS CODE POLICY**

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Arrival and Dismissal procedure

- Students will enter Ramona's campus at the gate nearest the cafeteria upon arrival to school. At dismissal time, all students will exit three gates nearest their classrooms.
- A trained Campus Assistant is available to assist students and adults crossing the street.

#### Supervision

- Students are supervised prior to morning entry and at afternoon dismissal.

#### Special cases

- On minimum days, Kindergarten students are given priority when exiting.

#### Doors / Gates / Security

- All gates and doors are to remain locked at all times.

#### Closed Campus

- Any parent wishing to visit a classroom or conduct any other academic business will enter through the main office. All visitors must sign-in and be given an ID indicating they have permission to be on campus.
- All Oxnard School District employees must have their identification/badge displayed on their person during their time on campus. Any person without proper ID will be asked to return to the office to properly identify themselves.

#### Procedures for parent pick up at office

- Any adult picking up a student, must be on the Emergency Card and must provide a proof of identification.

#### Consult with PD on traffic

- To support with traffic congestion, we will continue to work with the Oxnard Police Department.

### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

Positive School Climate

#### **Element:**

CHAMPS Positive Behavioral Interventions and Support Plan

#### **Opportunity for Improvement:**

The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas. Staff can contact School Resources Officer for support.

<b>Objectives</b>	<b>Action Steps</b>	<b>Resources</b>	<b>Lead Person</b>	<b>Evaluation</b>
To have Staff trained in Acute Childhood Experiences (Trauma)	Request training from Pupil Services	Training offered on-site through the district office.	Principal	Attendance of Staff to trainings
Increase safety of students using the crosswalk.	Train Playground Assistants to escort children and adults through crosswalk.	Training offered on-site through the district office.	Principal	Trained Staff
Implement CHAMPs	Staff to implement CHAMPs for classroom management focusing on establishing positive relationships and teaching expectations for appropriate behavior and academic performance.  Staff to implement CHAMPs for management focusing on establishing positive relationships and appropriate peer to peer interactions with redirection of negative behavior as needed.	CHAMPs book and CD School Counselor Weekly meeting	Principal and Counselor	Common area observations Classroom Walkthroughs Weekly meeting feedback Referrals made to office data
Support Staff with discipline	Staff to review and adopt a progressive discipline plan.	CHAMPs Training and Resources	Principal	Feedback from Staff Feedback from parents Referrals made to the office data
Support Staff with classroom/site Progressive Discipline	Provide classroom/site Progressive Discipline	Progressive Discipline List/Chart	Principal and Counselor	Feedback from Staff Feedback from parents
Provide opportunities for students who need to deescalate a trained staff member to assist them.	Train Playground Assistants with NCPI Training	VCOE Training Site Funding	Principal and School Office Manager	Certificate of Completion
Provide opportunities for Staff to receive an EpiPen training.	Train staff with EpiPen Training	District Nurse (District Training)	Principal and School Office Manager	Certification of Completion
Increase attendance and decrease student tardies.	Revise Attendance Incentive Program	Current Incentive Program ORC School Funding	ORC	Staff feedback Student and Parent feedback

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide organized activities for all during recess	Create a list of activities needed for students Purchase materials for recess activities	Staff	Principal and Counselor	Office Referrals
Provide examples of exemplary behavior with student Leadership Team	Create a Leadership Team Purchase materials for Team	Staff	Counselor	Office Referrals

**Component:**

Safe Physical Environment

**Element:**

Implementation of Comprehensive School Safety Plan

**Opportunity for Improvement:**

Obtain items needed to implement drills and actual emergency procedures needed.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide emergency materials as needed	Take inventory of current supplies. Discuss with Committee items to be purchased. Purchase items	Current supplies School/ District funding	School Office Manager and Principal	Inventory Checklist
Preparation of staff and students for emergencies	Hold monthly emergency drills for fire, evacuation or lockdown	Site procedures	Principal	Log
Preparation for severe inclement weather, (i.e. El Nino)	Meet with Custodial, Support Staff, Teachers, Playground Assistants to determine what supplies are needed.  Determined procedures for ingress on heavy rain days.  Communicate with parents procedures for heavy rain days.	School Funding Staff	Principal	Feedback from students, staff and parents
Provide parents with support with providing procedures/structures for supporting academics and social interaction	Offer Loving Solutions Parent Workshops	School Funding	Principal, Site Counselor	Office Referrals Parent Feedback Student Feedback
Offer a student bus drop off and pick-up that minimizes traffic congestion and maximizes student and staff safety	Work with Transportation Department to revise drop off area Work with Risk Management Department and City of Oxnard to ensure correct painting/coding of curbs	Bus schedule	Principal	Feedback from students, staff and parents.
Provide Loaner Jacket Program to students on colder days	Inform students that jackets are available	Donation of 100 jackets	ORC	Feedback from students
Provide safe campus around perimeter of school	Affix "L" metal clamps on to cement	School Funding	School Office Manager	Feedback from computer
Secure back fence between alley and school.	Work with OSD facilities to place screen on fence.	Support from OSD Facilities Dept.	Principal	Feedback from students, staff and parents.

**Component:**

Disaster Preparedness

**Element:**

Campus Safety, Ingress/Egress and Emergency Preparedness

**Opportunity for Improvement:**

Drill for off-campus evacuation.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Conduct a safe egress and ingress of students during a drill to off-campus location	Review and train staff on Prepare students Communicate with parents	Flyers, Connect Ed Calls, one-on-one meetings Location and route selected Supplies on hand Staff trained	Principal	Feedback from students, parents and staff.
Provide communication access during an emergency with a mobile phone	Purchase a cellphone with prepaid minutes	Site funding	School Office Manager	Access to staff and Administration during an Emergency.
Prepare Staff and students for a disastrous emergency	Conduct a disaster emergency drill	Procedures for emergency preparedness	Principal	Feedback from students and staff.
Have backpacks filled with activities and snacks accessible to Staff and students during an emergency	Create a list of items needed for backpacks Purchase items for backpacks Prepare for parent contribution of backpacks	Example of backpacks available	Principal	Accessibility to backpack items

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)****Ramona Elementary School Student Conduct Code****PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**Conduct Code Procedures****GOALS**

We want our students to develop a sense of values and to become:

- Caring
- Honest
- Responsible
- Well mannered and courteous
- Respectful
- Knowledgeable of right and wrong
- Fair
- Positive in outlook
- Compassionate
- Self-disciplined

## BELIEFS

We believe our rules and procedures will:

1. Provide a starting point for behavior and conduct expected.
2. Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
3. Promote overall school safety and security for each student.
4. Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
5. Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
6. Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### Expectations for Students

- Be regularly in school attendance and be on time for each class.
- Know and obey school rules, regulations and guidelines.
- Behave in such a way that it does not disrupt the learning of others.
- Respect public and private property.

Have a good attitude

Expect success

Accept responsibility

Respect myself and others

Think before acting

### Expectations for Parents

- Provide a place and assure that your child is in school and on time each day.
- Provide a place and assure that your child is appropriately prepared for school (dress, nutrition and sleep).
- Be responsible for the pupil's behavior.
- Teach the your child respect for the law and the rights of others.
- Visit your school periodically and participate in conferences as called.
- Know the district, school and classroom rules and regulations and be supportive of your school.
- Help your child to learn self-discipline.

### Expectation for Teachers

- Provide current contact information to the school office for emergencies and to update information as needed.
- Provide learning experiences appropriate for each student.
- Consistently enforce classroom rules and district rules and policies.
- Communicate on a regular basis with parents concerning their child's progress.
- Be available to parents for conference.
- Continually improve professional competencies in matters of student control and discipline.
- Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

- Inform students and parents about school district discipline standards.
- Consistently monitor classroom, school and district rules and policies.
- Counsel with students and parents regarding disciplinary matters.
- Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.
- Provide leadership that will establish, encourage and promote teaching and effective learning.

### Basic School Rules

- Treat others with respect, care and consideration.
- Promptly obey school authorities without argument.



- Conserve and protect school and private property.
- Engage in activities without “body contact” (Keep Your Hands Feet and Other Objects to Yourself - KHFOOTY).
- Obey all school, playground, etc. rules (CHAMPS)
- Use appropriate language.
- Follow district dress/uniform standards.
- Follow other rules which may be adopted in individual classrooms.

Students May Be Disciplined for the Following Reasons:

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - Committed or attempted to commit robbery or extortion.
  - Caused or attempted to cause damage to school property or private property.
  - Stole or attempted to steal school property or private property.
  - Possessed or used tobacco, or tobacco products.
  - Committed an obscene act or engaged in habitual profanity or vulgarity.
  - Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - Disrupted school activities or otherwise willfully defied the valid authority
  - Knowingly received stolen school property or private property.
  - Possessed an imitation firearm.
  - Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (4) Robbery or extortion.
- (5) Assault or battery upon any school employee.
- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance.
- (4) Committing or attempting to commit a sexual assault.
- (5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### Student Conduct, Concerns and Consequences

- Incentives are used to promote exemplary student conduct.

We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn. Student conduct which prevents students from learning or teachers from teaching, will not be tolerated.

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- a. While on school grounds;
- b. While going to or coming from school;
- c. During the lunch hour whether on or off campus;
- d. During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

- e. Deliberate littering of school premises;
- f. Chewing gum while at school;
- g. Possessing cellular telephones or electronic paging devices;
- h. Misuse of iPADS
- i. Not adhering to the school dress code;
- j. Making bomb threats or false fire alarms;
- k. Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- l. Habitual tardiness/truancy;
- m. Forging parents' signatures or school documents (CAC 306).

#### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### CELL PHONES AND ELECTRONIC DEVICES

It is our policy to prohibit the use of PERSONAL cellular phones or electric devices by students on campus during normal school hours. Students are permitted to possess cellular phones or electronic devices on campus provided that any such device shall remain off and stored in a backpack, pocket, or other place where it is not visible during normal school hours or school sponsored activities. Students are permitted to use cellular phones or electronic devices off campus before and after school. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone or other device even before or after school. The District is not responsible for lost or stolen cellular telephones or other personal items of value such as iPods, cameras, electronic games, radios, CD players, computers, etc.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

- \*Trimester Assemblies to recognize student achievement.
- \*CHAMPS Bucks to promote positive and responsible student interaction.
- \*Monthly Character Development Recognition.
- \*Classroom CHAMPS rewards.

## Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - o Teasing
  - o Name-calling
  - o Inappropriate sexual comments
  - o Taunting
  - o Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:
  - o Leaving someone out on purpose
  - o Telling other children not to be friends with someone
  - o Spreading rumors about someone
  - o Embarrassing someone in public
- Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:
  - o Hitting/kicking/pinching
  - o Spitting
  - o Tripping/pushing
  - o Taking or breaking someone’s things
  - o Making mean or rude hand gestures

## Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

## Report Cyberbullying

When cyberbullying happens, it is important to document and report the behavior so it can be addressed. Steps to Take Immediately:

- Don’t respond to and don’t forward cyberbullying messages.
- Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this evidence to report cyberbullying to web and cell phone service providers.
- Block the person who is cyberbullying.

## Report Cyberbullying to Online Service Providers

Cyberbullying often violates the terms of service established by social media sites and internet service providers.

- Review their terms and conditions or rights and responsibilities sections. These describe content that is or is not appropriate.
- Visit social media safety centers to learn how to block users and change settings to control who can contact you.
- Report cyberbullying to the social media site so they can take action against users abusing the terms of service.

### Report Cyberbullying to Law Enforcement

When cyberbullying involves these activities it is considered a crime and should be reported to law enforcement:

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where he or she would expect privacy
- Stalking and hate crimes

Some states consider other forms of cyberbullying criminal. Consult your state's laws and law enforcement for additional guidance.

### Report Cyberbullying to Schools

- Cyberbullying can create a disruptive environment at school and is often related to in-person bullying. The school can use the information to help inform prevention and response strategies.

For more information see <http://www.stopbullying.gov/what-is-bullying/definition/index.html>

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

All community members are encouraged to maintain an ongoing dialogue about standards for personal conduct and school safety. The staff and the principal will review the school rules and discipline program at the beginning of the year. The School Site Council shall review the plan annually. These groups will consider the impact of the school-wide recognition programs and their effectiveness. The number of discipline referrals and suspensions will be reviewed.

**Safety Plan Appendices**

**Emergency Contact Numbers**

**Utilities, Responders and Communication Resources**

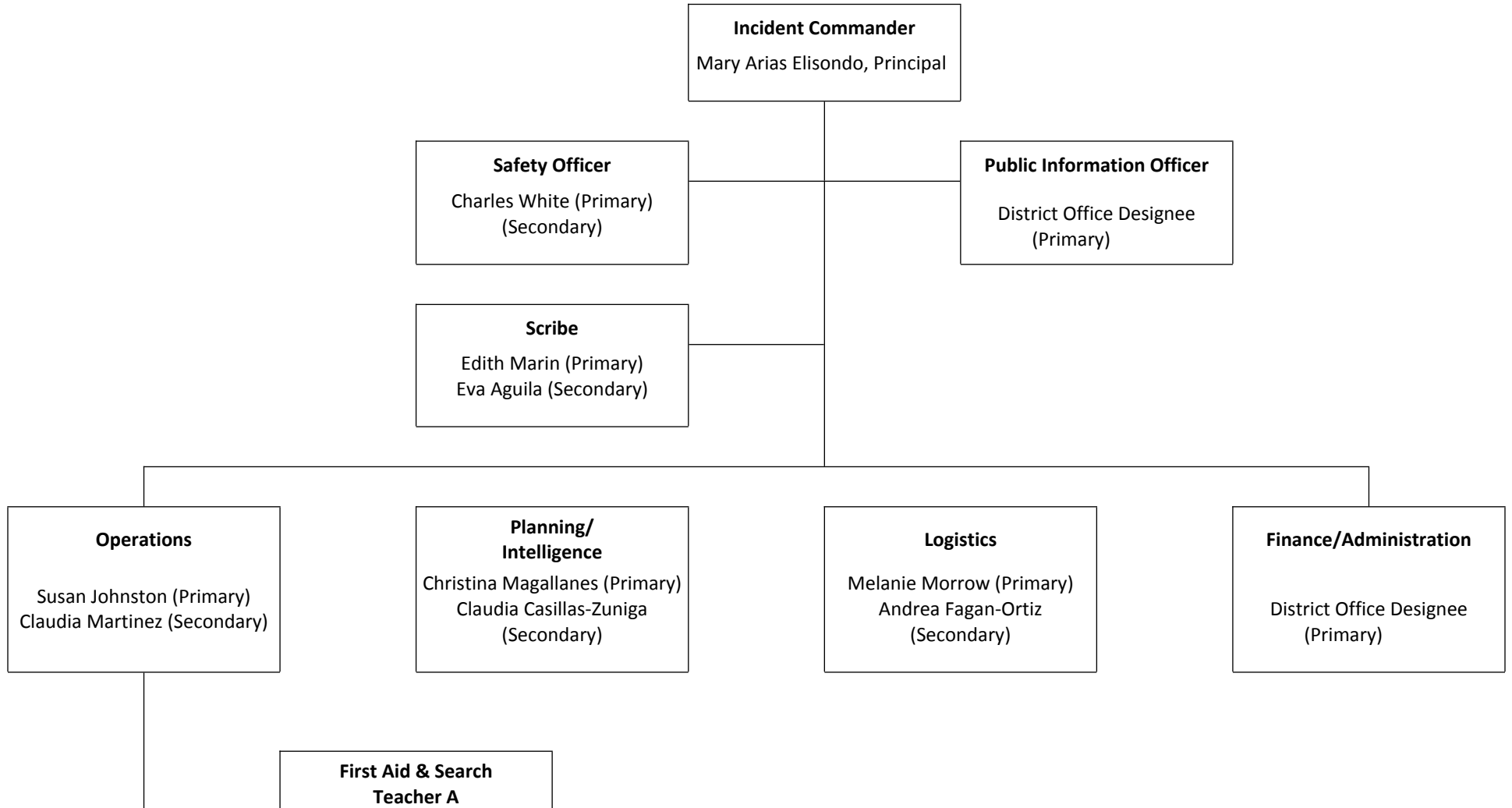
Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911 Emergency	(805) 388-5700 Camarillo (805) 654-2380 Ventura
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line (805) 486-1663 from a cellular phone	(805) 385-7600 Main Line
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911 Emergency	(805) 385-7722 Fire Department
City Services	Ventura County Children & Family Services	(805) 654-3200	
Public Utilities	Southern California Edison	(800) 655-4555 0, 2	Non-Emergency, Direct Number
Public Utilities	Southern California Gas	(800) 427-2200 3, 5	(5) is non-residential
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	(805) 988-2500	
Local Hospitals	Ventura County Medical Center	(805) 652-6120	
Local Hospitals	Community Memorial Hospital	(805) 652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
In the winter review with plan with staff. Review plan with safety committee at each regular scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.	December 2016 - January 2017	



**Ramona Elementary School Incident Command System**



Ramona Balderas (Primary)  
Cindy Morales (Secondary)  
Cindy Garside  
Bridgett Sims

Search and Rescue/Morgue  
Candi Vega  
Diana Ornelas

Jose Banuels (PA)  
Desiree Madrid (PA)

**Student Release &  
Accountability  
TeacherB**

Karina Figueroa (Primary)  
Ana Hunt (Secondary)

Diane Mendoza  
Noel Felix  
Marilu Lopez  
Lori Romero

Araceli Gil-Martinez  
Micaela Alvarado  
Maria Romero

Maria Serratos (PA)  
Maria Jara (PA)  
Martha Rodriguez (PA)

## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

1. Have all students return to/ remain inside. Instruction can continue but everyone must stay inside.
2. Notify animal control at 805.3857786/Oxnard PD non-emergency number or 911 for emergency situations.
3. If injuries have occurred render first aid as necessary
4. Once animal has been removed return to normal procedures

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

#### **CHEMICAL ACCIDENT**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

All cell phone usage is to terminate immediately at the danger of a bomb or explosion.

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report" (see form following).
2. Contact the police and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search own classroom (see sample emergency message following).
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.

9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### **Procedure**

##### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

### **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.

9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:



- Dismiss school.
- Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

#### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators

of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### Procedure

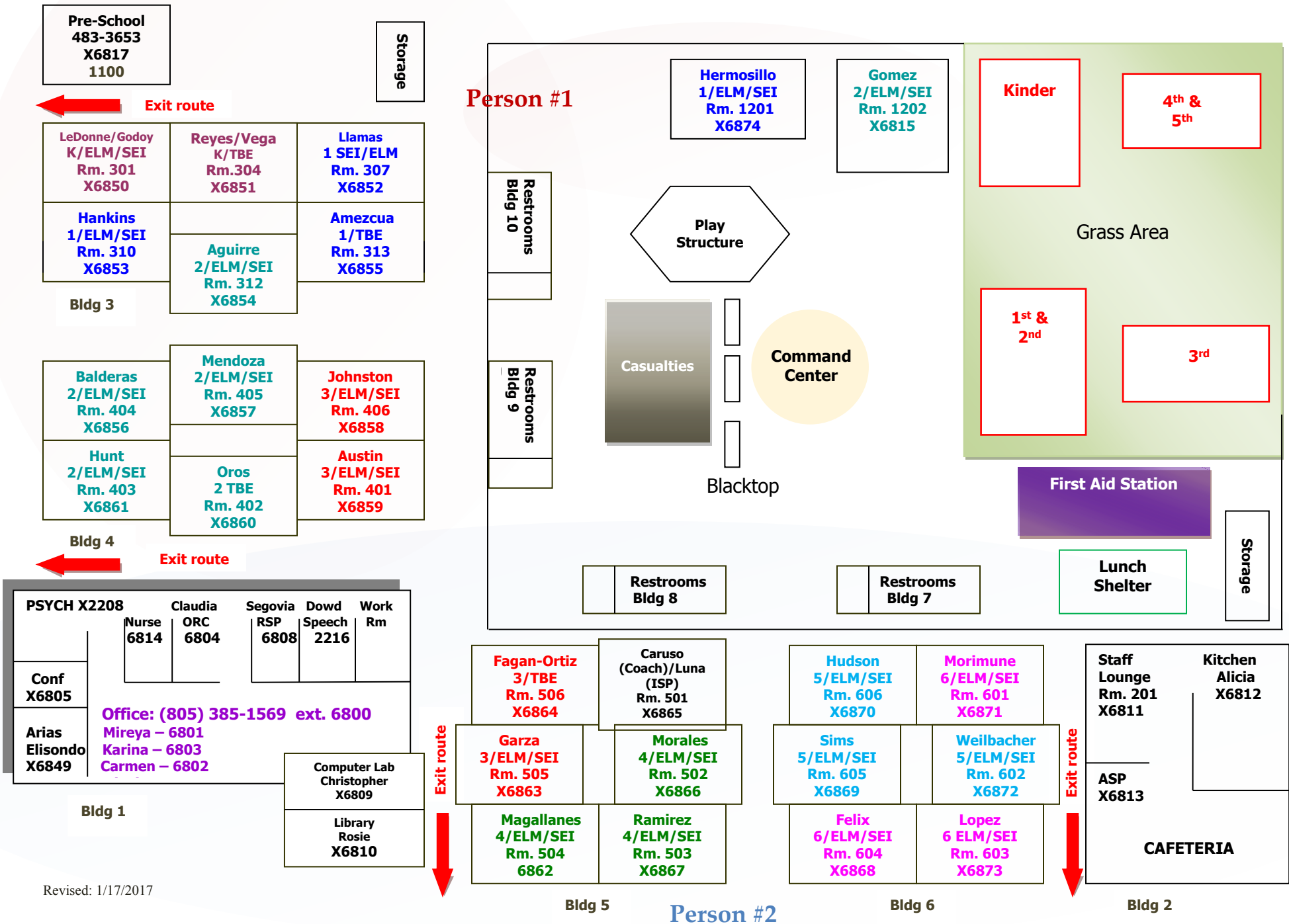
1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

#### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

# Ramona Elementary School – Emergency Map

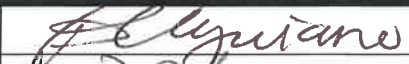





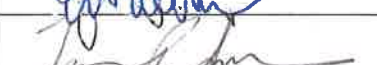




# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Emilie Ritche Elementary School  
**CDS Code:** 56725386110738  
**District:** Oxnard School District  
**Address:** 2200 Cabrillo Way  
 Oxnard, CA 93030  
**Date of Adoption:** January 30, 2017

**Approved by:**

Name	Title	Signature	Date
Bertha M. Anguiano	Principal		1-30-17
Kevin Thompson	SRO		1-30-17
Jacqueline Hernandez	SSC President		1-30-17
Cindy Perez	ELAC Chair		1-30-17
Joanna Hart	1st Grade Teacher		1-30-17
Barry Gaynor	3rd Grade Teacher		1-30-17
Stephanie Almstrom	Counselor		1-30-17
Erica Walker	1st Grade Teacher		1-30-17
Tammy Smith	Extra Support Teacher 2nd-5th		1-30-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Emilie Ritche Elementary School's office.

### **Safety Plan Vision**

At Emilie Ritche School, we are committed to providing all students with a safe, nurturing, success-oriented learning environment which implements a curriculum that aligns standards, instruction and assessment while fostering self-esteem and mutual respect in all students.



## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Emilie Ritchen Elementary School Safety Committee**

Bertha M. Anguiano (Principal), Pedro Rodriguez (SRO), Joanna Hart (Teacher), Barry Gaynor (Teacher), Stephanie Almstrom (Counselor), Erica Walker (Teacher), and Tammy Smith (Teacher).

### **Assessment of School Safety**

The School Resource Officer from the Oxnard Police Department conducted a security inspection with the principal of the campus and made recommendations which were addressed by school personnel or by the district. A major consideration was to change the drop off and pick up procedures to ensure student safety. This recommendation was put into effect last school year. The SRO regularly monitors scheduled Lockdown Drills and School Wide Evacuation Drills to ensure procedures are followed properly.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and the principal conduct regular safety inspections and submit reports to the District Office.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws. The administration communicates with the community regarding reminders for safety and traffic regulations.

The Safety Committee meets on a regular basis to review all safety and security procedures and make any necessary recommendations and changes. Monthly drills including earthquake, fire and lockdown drills are practiced.

The Lead custodian and the principal conduct a monthly safety inspection and submit a report to the DO. Any safety issues are reported by staff to the administration and the issues are handled by the lead custodian or through work orders to the district office. Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes.

In order to ensure that students engage in safe behavior, the school utilizes the CHAMPS positive behavior support program. These are the school rules. Students are expected to follow the rules and teachers reinforce the rules in their classrooms, cafeteria, hallways, library, and lab. Discipline is applied when the expectations are not adhered to. The school employs a full time counselor to address the social emotional well-being of students at school. The school also employs a full time Outreach Specialist to support the families within the community.

Security has been increased by making the campus a Closed Campus. All students enter through the lobby doors. Adults who are not employees on campus must check in at the office, sign in and obtain a visitor's badge at any time. All adults picking up students before regular dismissal are required to be on the student's Emergency Card, produce a valid Identification Card and be 18 years of age or older.

The OPD will conduct an annual threat assessment of the campus and make recommendations to principal and staff.

Principal designee will conduct annual inventory of emergency equipment and replace as needed.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

**(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.
- B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.
- D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.
- F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

- Ventura: KVTA 1520
- Los Angeles: KNX 1070
- Spanish: KTRO 1520

FM Radio Stations:

- Ventura: KHAY 100.7
- Los Angeles: KBIG 104.3
- Oxnard: KCAQ105

**Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUND FORS SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual

orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

**School Suspension & Expulsion/Due Process:** Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

**School Reporting Procedure:** Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

**Prohibition Against Retaliatory Behavior:** The Oxnard School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

#### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

##### **EMILIE RITCHEN SCHOOL DRESS POLICY**

All students will be held to the Emilie Ritchen School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents and/or Guardians may be called to bring appropriate clothing to school. The following will be strictly adhere to:

##### **DRESS CODE:**

The Emilie Ritchen Dress Policy is based upon the principle that the primary responsibility for student grooming lies with the student and his or her parents. The purpose of the dress standards shall be to insure a safe and secure environment in which to offer a quality education. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire. Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1) All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

- Garments shall be sufficient to appropriately conceal undergarments at all times.
- Shoes should be comfortable for Physical Education.
- Articles of clothing, which display gang symbols, profanity or products, or slogans, which promote tobacco, alcohol, drugs; materially interfere with schoolwork; create disorder or disrupt the educational process are not allowed. Professional or collegiate team shirts will be allowed as our goal is to have students college and career ready and these items can support discussion and curiosity on the part of students to learn more about colleges.
- Metal accessories and jewelry that present a hazard to the health and safety are prohibited.
- Tank tops may not be worn even with a T-shirt underneath.
- Over-sized clothing is inappropriate and must not create a safety hazard during physical activity. Clothing may be no larger than one size larger than the appropriate size. Pants must stay up on hips without the use of a belt and should not cover shoes. Shirts must be worn tucked in while in school or at any school or district sponsored activity.
- Beach wear, halter-tops, tube tops, bare midriffs or chest, see through outfits, or off the shoulder blouses or blouses with thin straps are not appropriate or acceptable.
- Walking shorts are permissible and must be at least mid thigh in length. This can be easily measured by having a student hold their arms straight down at their sides and the shorts should be at the end of the fingers or longer. All sports wear type shorts, bike shorts (spandex), frayed shorts, shorts with holes or short-shorts are unacceptable.

- Shorts that stop between mid-calf and knees worn with long white socks are considered gang attire and may not be worn. There must be at least four inches between the top of the socks and bottom of the shorts. Thigh high is not acceptable attire for school.
- Straps must be fastened at all times. Bib overalls must be worn with both straps fastened.
- Tights will be allowed if over garment reaches 4 inches above the knee.
- All students must wear shoes. Strap on tennis shoes need to be strapped across the foot for safety. Thongs or shoes and sandals without heel straps are inappropriate for safety reasons.
- Hats may be worn outside the classroom. Gang related symbols of any kind on the hats are not acceptable. Only official school hats, inclement weather or sun protection hats or hats that are part of an accessorized outfit are acceptable. No hats are to be worn in the building.
- A belt with military type buckles oversized buckles or chains may not be worn. Belts must be appropriately fitted.
- Exceptions to the dress code can only be made for medical, health reasons, or religious beliefs.

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process

#### Reglamento Para El Código Del Vestido

La responsabilidad primordial por el arreglo personal del estudiante esta a cargo del estudiante y de sus padres, trabajando en estrecha unión con la administración escolar. El objeto de tener un código de vestir es garantizar un ambiente seguro y sin peligros en el cual se pueda ofrecer una educación de calidad.

Toda la ropa debe estar ordenada, limpia, en condición aceptable y debe usarse dentro de los límites de la decencia y el buen gusto apropiado para la escuela.

- Los artículos de ropa deben ser lo suficiente para cubrir, en forma apropiada, la ropa interior.
- Se debe usar zapatos cómodos para educación física.
- Los artículos de ropa que exhiben símbolos de las pandillas, vulgaridades o productos o propaganda para el tabaco, el alcohol, las drogas el sexo, o que interfieren materialmente con el trabajo escolar, que causan desorden o que interrumpen el proceso educativo, no son permitidos. Tampoco se permiten en la escuela las chaquetas de los equipos profesionales o colegiales.
- Están prohibidos los accesorios de metal que presentan un peligro para la salud o la seguridad.
- Las camisetas de tirantes no se deben usar sin una camiseta (T-Shirt) por debajo.
- La ropa demasiado grande no es apropiada y no debe crear un peligro para la seguridad durante las actividades físicas. La ropa no debe ser más de una medida más grande que el tamaño apropiado. Los pantalones deben sostenerse en la cadera sin necesidad de usar un cinturón y no deben cubrir los zapatos. Las camisas se deberán usar fajadas, mientras permanezcan en la escuela o asistan a excursiones escolares o actividades patrocinadas por el distrito escolar.
- La ropa que se usa en la playa, las blusas sin tirantes, las blusas o camisas con el estomago o el pecho descubierto, los artículos de ropa transparente y las blusas con el hombro descubierto no son apropiadas ni aceptables.
- Los pantalones cortos para caminar si son permitidos y deben llegar no mas alto de la rodilla y máximo 4 pulgadas arriba de la rodilla Todos los pantalones cortos deportivos, de ciclismo (de licra), deshilachados, con agujeros o demasiado cortos no son aceptables.
- Los pantalones cortos que terminan entre la pantorrilla y la rodilla y que se usan con calcetines blancos largos se consideran ropa de pandilleros y no se deben usar. Las calcetas para las niñas no puede exceder más alta de la rodilla.
- Los tirantes deben estar abrochados todo el tiempo. Los overoles deben usarse con ambos tirantes abrochados.
- Se permitirán las mallas si la ropa que va encima llega por lo menos hasta cuatro pulgadas arriba de la rodilla.
- Todos los estudiantes deben usar zapatos. Los tenis que tengan velcro necesitan estar abrochados todo el tiempo por razones de seguridad. Los zapatos playeros o los zapatos y sandalias sin correas detrás del talón no son apropiados por razones de seguridad.
- Se permite usar sombreros afuera del salón. Ninguna clase de símbolos relacionados con las pandillas es aceptable en los sombreros. Las gorras serán permitidas siempre y cuando sean las gorras oficiales de la escuela, gorras impermeables, o sombreros que formen parte de algún vestido.
- No se deben usar cinturones con hebillas estilo militar, ni hebillas grandes o cadenas.
- Se harán excepciones al código del vestido siempre y cuando sean por razones médicas o religiosas.

El título V del código de educación de California, sección 302 indica que: Un alumno que asiste a la escuela sin prestar atención a su aseo personal o sin la vestimenta adecuada, puede ser enviado a casa a prepararse adecuadamente para venir a la escuela, o será requerido que se prepare antes de dejarlo entrar a su salón de clases.

Estudiantes no deben de traer vestimenta o peinados escandalosos que provoquen la interrupción del aprendizaje.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Emilie Ritchen staff continually monitors the safety of all students upon arrival and dismissal from school and throughout the day. Routines and procedures are established for the arrival and dismissal of students. Traffic is monitored in the front of the school both before and after school and the asphalt and play area behind the school is supervised. Supervisors are campus supervisors, teachers, instructional aides, custodial staff and administrators. Public Meetings – PTA, ELAC, Title I Parent Meeting, SSC and Coffee with the Principal – were used to discuss the school’s concerns about safety and to get additional information and suggestions from parents. Suggestions from parents may be made at any time through the school year by emailing the principal or making an appointment.

At the beginning of every school year, families and guardians are asked to provide emergency contact information for their children. These contacts must be 18 years of age and older and will be asked for ID before a child is allowed to leave with them. If phone numbers and other contact information change during the school year, please update your child's emergency contact information.

In the case of parent separation or divorce, it is the responsibility of the custodial parent(s) to provide current court orders that will be attached to the child's emergency card. If these court orders change, an updated copy needs to be provided to the school. In cases with complicated custodial orders (i.e. child is with one parent every other week, or custody changes in mid week) it is always in the best interest of the parents and their child if a calendar is provided to the school on a monthly basis to clarify which parent the child can leave with during the school week.

For morning arrival, the parking lot will be closed off and NO student drop off will be allowed. Only staff will be allowed to enter the parking lot until 8:40 am. Closing the parking lot to cars was agreed upon during the above-mentioned public meetings because of the careless driving practices of those dropping students off and students walking between and among cars. For student drop off, the front driveway will be divided into two lanes with cones each morning by a campus supervisor. The lane closest to school building will be for student drop off ONLY, the other will be for vehicles requiring handicap parking spaces with appropriate stickers and/or for emergency vehicles. Cars will enter Gallatin Place side of the school and exit toward Cabrillo Way. There will be cones on the sidewalk indicating drop off points. When entering the Gallatin side of the school driveway, cars should be pulled up to the farthest drop off point available, allowing other cars behind them to drop off at same time. Students must not be dropped off when cars are in or near the entrance of the driveway, since this will cause traffic to back up. Always pull as far forward as possible when dropping off students. Buses will use the BUSES ONLY ZONES located on either side of the school, Gallatin Place and Cabrillo Way. Entry to the school building will be through main entrance only. The hallway doors into the upper and primary sides of the building will remain closed. No adults or students are to be in the halls in the morning. When students arrive, they are to go to the playground or cafeteria immediately. No adults are to escort their children to the playground or are to enter the cafeteria.

No students are to arrive at school before 8:00AM unless a student is in a tutoring or other group before school and the office has been made aware of this in advance. Upon arrival, from 8:00 and later, all students are to go to the play area in the back of the school or to the cafeteria for breakfast. Students are not allowed on campus until after 8:00AM due to lack of supervision. No students are to be in classrooms or hallways unattended. At the first bell, 8:35, students are to immediately go to their “line” and wait for their teacher to escort them to the classroom and parents are asked to exit campus. Instructional minutes begin at 8:40 and any student who is not in their “line” at 8:40 shall be counted tardy. All students are to enter the building through the front entrance. Those students who enter after 8:40 will be stopped and asked to wait for a “tardy slip” to take to their class.



Upon dismissal at 2:50 PM, the parking lot will be closed off and NO student pick up will be allowed. Closing the parking lot to cars was agreed upon during the above-mentioned public meetings because of the careless driving practices of those picking students up and students walking between and among cars. For student pick up, the front driveway will be divided into two lanes with cones each afternoon by a campus supervisor. The lane closest to school building will be for student pick up ONLY, the other will be for vehicles requiring handicap parking spaces with appropriate stickers and/or for emergency vehicles. Cars will enter through Gallatin Place side of the school and exit toward Cabrillo Way. Buses will use the BUSES ONLY ZONES located on either side of the school, Gallatin Place and Cabrillo Way. There are handicapped parking spots inside that driveway and cars with the appropriate sticker will be admitted to park.

Staff members will supervise students at dismissal in the front of the building and on the back asphalt area. All students are to be picked up immediately following dismissal. Dismissal time for Transitional Kinder and Kindergarten students is 1:57pm. All Transitional Kinder and Kindergarten students must be picked up no later than 2:05 pm. Those students who walk are to leave campus at dismissal time unless arrangements have been made with Emilie Ritchen office staff. Arrangements must be made for all students to be picked up within 20 minutes of school dismissal.

For Transitional Kinder and Kindergarten dismissal, the bus loading and unloading area near the Kindergarten playground area is to be used by school buses ONLY. "No parking" signs are posted and no private vehicles are to be parked and/or left in this area for student drop off and/or pick-up. Parents are encouraged to park in the neighborhood to walk up and pick up their children. Ritchen's Administration is working with Oxnard Police Department, the City of Oxnard, district Risk Management and Facilities personnel to create a safer Kindergarten drop off and/or pick up.

Students who ride buses are to line up where instructed and wait patiently for the arrival of the bus. They will be supervised by school staff until the bus arrives and they board the bus. Students will not be allowed to use the office phone to call home to change after school plans unless directed to do so by their teacher or office staff. All students should be aware of where they are to be after school and arrangements for any changes should be made before the child goes to school.

Students waiting for an individual to pick them up are to wait in the immediate front of the school. They are not to go to the Gallatin side of the building or across the driveway in the grassy area. Due to the need for supervision, all students are to stay in front of the building.

During the school day, students are to be supervised at all times. When one student or a small group of students is in the hallways to run an errand, go to the restroom, library, computer lab, etc, the students must have a hall pass in their possession. All staff is responsible for monitoring hallways, restrooms, etc.

Visitors to the Emilie Ritchen campus must sign in at the front office and wear their visitor badge while at school. Parents are asked not to go to classrooms without prior clearance from the office and a visitor's badge. Parents are always welcome to serve as volunteers in classrooms, however, school district Volunteer Clearance Procedures must be followed. Names of approved volunteer will be provided by the district office only.

#### Gates and Door Security

At the beginning of the day, the double blue fire doors will be closed and no students or adults (except staff) are to enter those hallways. All students are to go directly to the cafeteria for breakfast or to the playground. There will be 5th grade student escorts to walk students to their destination if needed. The kindergarten playground area gate will be used for PreSchool student drop off and pick up ONLY. PreK staff will monitor gate. All other students are to enter through main doors. All exterior doors will be locked to deter entrance to the building except through the front doors at dismissal.

### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

Positive School Climate

#### **Element:**

Schoolwide Positive Behavior Support System

**Opportunity for Improvement:**

Implementation of schoolwide Positive Behavior Support Program: CHAMPS

Objectives	Action Steps	Resources	Lead Person	Evaluation
Inform all students of behavior expectations	Teachers review their classroom expectations regularly so all students are informed of CHAMPS implementation; these will also be posted in all classrooms and other learning environments at school: cafeteria, hallways, library, restrooms, labs.	Posters to reinforce behavior expectations, teacher provided information, assemblies for all grade levels; parent newsletters and meetings to inform parents so they can reinforce expectations of safety	Principal	Classroom visits, observation of students in areas other than classrooms, reports from all staff, observations of CHAMPS implementation and peer support
Inform all staff of supervision expectations	At the beginning of each year and throughout the year, classroom expectations will be communicated to ensure teacher consistency in maintaining a positive learning environment; each year professional development will be provided for new teachers on CHAMPS and a refresher for returning teachers.	CHAMPS, Peer teacher support; share strategies successful with students in the past, positive reinforcement for appropriate behavior - contests, access support for the student/teacher/family from the ORC and counselor; etc.	Principal, Safety Committee, Parent Organizations; Counselor; ORC; Teachers	Review of behavior referrals, information from Playground Supervisors, Observation of teachers
Inform all parents/guardians through meetings and asking for input to increase positive behaviors and decrease negative. Parents will be offered the opportunity to provide input on an ongoing basis whether in meetings, an appointment with administrator or suggestions box.	Inform parents of SSC, ELAC, Title I meetings, Coffee with the principal to gain information provided	CHAMPS, ORC, Parenting Meetings, Resource Officer,	Principal, Safety Committee	Teacher reports of interactions with parents, office staff reports of interactions with parents, parent survey, Information from parents at SSC, ELAC meetings

**Component:**

School's Physical Environment

**Element:**

Safe school Environment

**Opportunity for Improvement:**

Ensure the facility is in safe working order.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Be certain that the facilities including playground is in safe working order.	<ol style="list-style-type: none"> <li>1. Conduct regular Inspections for facility conditions.</li> <li>2. Submit and monitor facility work orders.</li> </ol>	District Office facilities for concerns	Principal Lead Custodian Playground supervisors	District checklist and work orders
Ensure a closed Campus safe from intruders.	<ol style="list-style-type: none"> <li>1. Threat assessment with OPD</li> <li>2. Schedule quarterly lockdown drills</li> <li>3. Ensure gate locks are working and used.</li> </ol>	Threat Assessment	Principal Lead Custodian	Feedback from OPD
Communicate Safety Plans to the community	<ol style="list-style-type: none"> <li>1. Ask teachers to provide information on safety issues to the clerk so support can be requested through OPRA system.</li> <li>2. Share safe school plan information to all stakeholders during parent meetings</li> </ol>	Safe School Plan	Teachers, Parents, Custodians	Reports of issues being addressed, Meeting Agendas

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency

Objectives	Action Steps	Resources	Lead Person	Evaluation
Students know what to do in case of an emergency such as fire, earthquake, or lockdown.	Conduct monthly emergency preparedness drills	Disaster Drill Procedures	Principal	Fire and Disaster Drill Report Teacher reports OPD reports
Communicate Safety Plans to the Community	Share safe school plan information with all stakeholders during parent meetings	Progressive discipline matrix	Principal	Meeting Agendas
Ensure emergency operations plan is implemented	1. Hold monthly emergency preparedness drills. 2. Train staff and teachers on their responsibilities and stations during a disaster.	Emergency Operations Plan	Principal Safety Committee	OPD Feedback

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Emilie Ritche Elementary School Student Conduct Code**

**Conduct Code Procedures**

**PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

**GOALS**

At Emilie Ritche School, we want our students to conduct themselves in a manner that is Safe, Responsible, and Respectful. We want our students to develop a sense of values and to become:

- Caring
- Honest
- Responsible
- Well mannered and courteous
- Respectful
- Knowledgeable of right and wrong
- Fair
- Positive in outlook
- Compassionate
- Self-disciplined

**BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.
- Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-discipline and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

## PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and a positive opportunity for everyone.

### Expectations for Students

Be regular in school attendance and be on time.  
Know and obey school rules and regulations.  
Be courteous and respectful to school personnel, fellow students and the public in general.  
Behave in such a way that it does not disturb the learning of others.  
Respect public and private property.

### Expectations for Parents

Assure that your child is in school and on time each day.  
Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)  
Be responsible for the pupil's behavior.  
Teach the pupil respect for the law and the rights of others.  
Visit your school periodically and participate in conferences as called.  
Know the district, school and classroom rules and regulations and be supportive of your school.  
Help your child to learn self-discipline.

### Expectation for Teachers

Provide learning experiences appropriate for each student.  
Develop a sense of trust and safety between the teacher and students  
Consistently enforce classroom rules and district rules and policies using CHAMPS as a means to understand and reinforce safety rules.  
Communicate on a regular basis with parents concerning their child's progress.  
Be available to parents for conference.  
Continually improve professional competencies in matters of student control and discipline.  
Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

### Expectations for Administrators

Inform students and parents about school district discipline standards and support provided through the implementation of CHAMPS.  
Consistently monitor classroom, school and district rules and policies and implementation of CHAMPS.  
Counsel with students and inform parents regarding disciplinary matters.  
Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.  
Provide leadership that will establish, encourage and promote teaching and effective learning.

### Basic School Rules:

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care and consideration.  
Promptly obey school authorities without argument.  
Conserve and protect school and private property.  
Engage in activities without "body contact."  
Obey all school, playground, etc. rules.  
Use appropriate language.  
Follow district dress/uniform standards.  
Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others.  
Complete all assignments on time.  
Follow other rules which may be adopted in individual classrooms.

### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

### Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - u) Committed or attempted to commit robbery or extortion.
  - v) Caused or attempted to cause damage to school property or private property.
  - w) Stole or attempted to steal school property or private property.
  - x) Possessed or used tobacco, or tobacco products.
  - y) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - aa) Disrupted school activities or otherwise willfully defied the valid authority
  - bb) Knowingly received stolen school property or private property.
  - cc) Possessed an imitation firearm.
  - dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds;
- While going to or coming from school;
- During the lunch hour whether on or off campus;
- During, going to or coming from a school sponsored activity.

Other causes of disciplinary action:

- Deliberate littering of school premises;
- Chewing gum while at school;
- Misuse of cellular telephones;
- Not adhering to the school dress code;
- Making bomb threats or false fire alarms;
- Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;
- Habitual tardiness/truancy;
- Forging parents' signatures or school documents (CAC 306).

Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

Positive Reinforcements

- Incentives are used to promote exemplary student conduct.
- Student sense of accomplishment and pride
- Recognition for appropriate behavior
- Eagle Dollar Store
- End of the year activities

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students

are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.



## **Safety Plan Review, Evaluation and Amendment Procedures**

September review plan with staff. Safety plan is reviewed for advisement by Leadership Team, Safety Committee and ELAC Committees. Update plan by January of each year or when requested by District Office Personnel and is approved by SSC.

**Safety Plan Appendices**

**Emergency Contact Numbers**

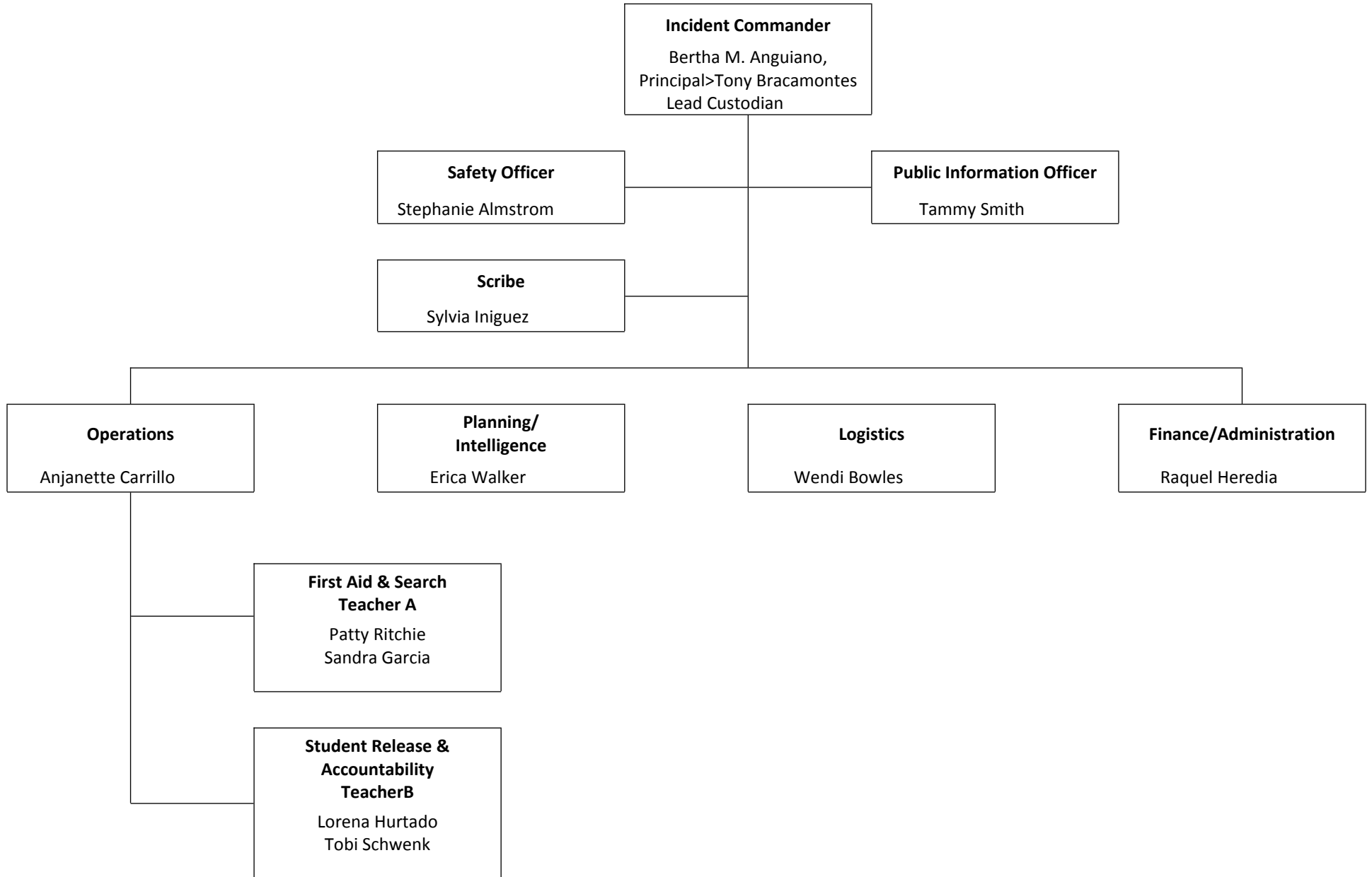
**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
September review plan with staff. Update plan by January of each year or when requested by District Office Personnel and is approved by SSC.	August 2016	
Review plan with Leadership Team, Safety Committee and ELAC Committees.	January 2017	
Review plan with safety committee at each regularly scheduled meeting.	Bi-Monthly from September 2016 to June 2017	
Annual plan update to be completed.	February 2017	School Site Council Meeting, Ritche Library

**Emilie Ritche Elementary School Incident Command System**





## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved with internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated, but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students' responses to any emergency/disaster are based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop, Cover, and Hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.



## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

If a stray or troublesome animal is reportedly on campus, all children will be secured in their classrooms, playground evacuated and staff will call animal control.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report" (see form following).
2. Contact the police and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search own classroom (see sample emergency message following).
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will notify the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 385-1501.

3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.

2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. When clear, evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

## **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

## **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

## **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

## **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.

5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.

6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

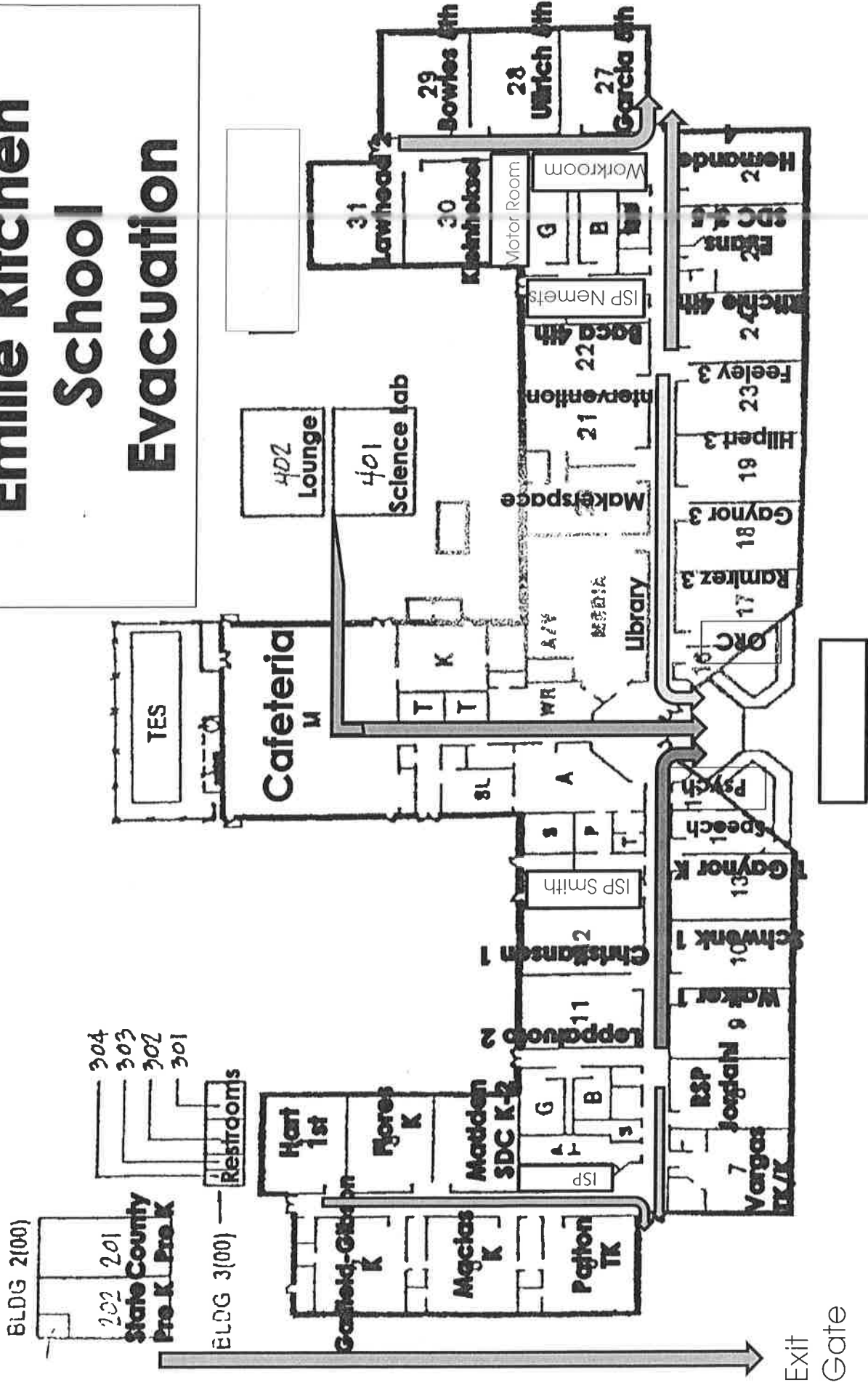
1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

# Emilie Ritchen School Evacuation





# Comprehensive School Safety Plan SB 187 Compliance Document

**2016-2017  
School Year**

**School:** Rose Avenue Elementary-The School of Science and Wellness  
**CDS Code:** 56725386055370  
**District:** Oxnard School District  
**Address:** 220 South Driskill Street  
 Oxnard, CA 93030  
**Date of Adoption:** 2016-2017

**Approved by:**

Name	Title	Signature	Date
Pablo Ordaz	Principal	<i>Pablo Ordaz</i>	01-13-17
Robert Yenney	2nd Grade Teacher	<i>Robert Yenney</i>	1-17-17
Raquel Rodriguez	ORC/Classified Rep	<i>Raquel Rodriguez</i>	1/18/17
Cathy Mallen	1st Grade Teacher	<i>Cathy Mallen</i>	1/18/17
Jo Ann Olivares	School Secretary	<i>Jo Ann Olivares</i>	1-18-17
Susie Ultreras	Attendance Technician	<i>Susie Ultreras</i>	1-18-17
Maria Nava	3rd Grade Teacher	<i>Maria Nava</i>	1/18/17
Pedro Rodriguez	School Resource Officer	<i>Pedro Rodriguez</i>	1-18-17
Jessica Turner	Kindergarten Teacher	<i>Jessica K. Turner</i>	1-18-17
Dawn O'Neill	1/2 SDC Teacher	OUT UNTIL 2-15-17	
Susana Estrada	School Site Council President	<i>Susana Estrada</i>	1/18/17.

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Rose Avenue Elementary-The School of Science and Wellness's office.

### **Safety Plan Vision**

At Rose Avenue Elementary, we believe all students deserve a nurturing, safe and secure learning environment.

Vision: Rose Avenue Elementary-The School of Science and Wellness, is dedicated to recognition of the unique value of each person; providing active learning in a safe, supportive environment; developing as a neighborhood school community, and promoting a partnership between family and school.

Mission: Rose Avenue Elementary-The School of Science and Wellness, strives to achieve exemplary academic performance in Common Core State Standards, Science and Wellness curriculum and rigor in all academia.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Rose Avenue Elementary-The School of Science and Wellness Safety Committee**

Principal, Mr. Pablo Ordaz, Bilingual Teacher, Mr. Robert Yenny, Outreach Consultant, Mrs. Raquel Rodriguez, Teacher, Mrs. Cathy Mallen, Teacher, Mrs. Maria Nava, Teacher, Mrs. Jessica Turner, Attendance Technician, Mrs. Susie Ulteras, Intermediate Secretary, Mrs. Jo Ann Olivares, Teacher Dawn O'Neill and Officer Pedro Rodriguez.

### **Assessment of School Safety**

The School Resource Officer from the Oxnard Police Department conducted a security inspection with the principal of the campus and made recommendations which were addressed by school personnel or by the district. A major consideration was to close the campus to all adults before school in the morning. This recommendation was put into effect with the new Closed Campus Policy which was instituted last school year.

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

The Lead Custodian and the principal conduct a monthly safety inspection and submit reports to the District Office.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the district office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal in order to ensure that drivers are obeying traffic laws. The Safety Committee meets on a monthly basis to review all safety and security procedures and make any necessary recommendations and changes. The monthly safety checks also provide information about any necessary changes. Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the changes. Security has been increased by making the campus a Closed Campus. All students are dropped off at the main gate in the morning. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitors badge.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTM 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

## **Disaster Plan (See Appendix C-F)**

### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or County Office shall cooperate with the public agency in furnishing and maintaining the services as the district or County Office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have

failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### STUDENT DUE PROCESS

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.  
 E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.



#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1) California Education Code Title V. 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering. Students may not wear clothing or hairstyles that will be disruptive to the educational process.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

1. Shoes must be worn at all times. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Shirts should be tucked in and the seat of pants cannot sag.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Results from the parent and teacher survey identified a concern for the school’s physical environment. Specifically noted was the dropping off/picking up student area.

Guidelines addressing the arrival and dismissal of students are included in Rose Avenue school-wide agenda. This information is also shared in assemblies and with the parents at the Coffee with Principal meeting. Safety issues are also shared through Connect Ed.

Specific procedures include:

- No students are allowed to arrive at school before 7:30 AM
  - Students must exit and enter through the designated front gates
  - School begins at 8:00AM, there is a five minute warning bell at 7:55AM
  - Do not park in the bus loading and unloading zone
  - Rose Avenue staff assist students at arrival and departure for safety
  - Use caution during arrival and departure times. Be patient and safe.
  - Cross streets at designated cross walks
- \* Parents are encouraged to walk with their children across the street
- Dismissal time is 2:10 PM, park outside of the school when waiting for children
  - Teachers supervise classes for safe and orderly dismissal.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

"Positive School Climate" The school culture promotes and supports the academic, physical, social, emotional, and behavioral skill development and engagement of students.

**Element:**

School-wide Positive Behavior Support

**Opportunity for Improvement:**

Implementation of School-Wide Positive Behavior Support and Anti-Bullying Program (s): CHAMPS and Olweus

Objectives	Action Steps	Resources	Lead Person	Evaluation
Inform all staff of supervision expectations	At the beginning of each school year and throughout the year, classroom expectations will be communicated to ensure teacher consistency in maintaining a positive learning environment; each year professional development will be provided for new staff members on CHAMPS	CHAMPS Committee implementation support; share strategies successful with students in the past, positive reinforcement for appropriate behavior - CHAMP incentives, support from student council/teachers/family from the ORC and counselor; Fridays student council announcements and Enrichment.	Principal, Safety Committee, CHAMPS Committee, Counselor; ORC; Teachers	Continuous review of behavior and discipline referrals, information reports from playground supervisors and teachers observations
Inform all students of behavior expectations	Principal will review school expectations at CHAMPS assemblies and teachers will review their classroom expectations regularly so all students are informed of CHAMPS implementation procedures; procedures will be posted in all classrooms and all other learning environments at school: cafeteria, hallways, library, restrooms, playground and science lab.	CHAMPS posters to reinforce procedures, behavior expectations, teacher provided information, assemblies for all grade levels; and meetings to inform parents so they can reinforce safety expectations	Principal, School Counselor, ORC	Classroom walk-thru, observation in students in areas other than classrooms, reports from all staff, CHAMPS Committee observations of implementation procedures and support
Parents will be offered the opportunity to provide input and feedback on an ongoing basis during in parent meetings, appointments with administrator or a suggestions box.	Inform parents at SSC, ELAC, Title I meetings, Coffee with the principal, PTA meetings to gain information provided	CHAMPS, ORC, School Counselor, Parenting Meetings	Principal, School Safety Committee, CHAMPS Committe	Teacher interaction reports with parents, office staff reports of interactions with parents, parent survey, Information from parents at SSC, ELAC, PTA and Title I meetings

Objectives	Action Steps	Resources	Lead Person	Evaluation
Inform all school stakeholders through meetings and ask for input to increase positive school behaviors and decrease negative behaviors	Provide information to all stakeholders via parent, School Site Council, ELAC, Title I meetings, Coffee with the principal, PTA meetings	CHAMPS, ORC, School Counselor, Parenting Meetings, Resource Officer	Principal, School Safety Committee, CHAMPS Committe	Parent surveys, school staff observations
Inform all students of the implementing procedures and techniques from CHAMPS and Olweus.	Rose Avenue teachers and students will complete weekly lessons for CHAMPS and Olweus and Trimester assemblies	Posters to reinforce behavior expectations, teacher provided information, school assemblies for all grade levels; parent meetings	Principal and Rose Avenue staff.	Classroom visits, observation of students in areas other than classrooms, reports from all staff, observations of CHAMPS implementation and peer support

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure the facility is in safe working order and site based response

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff will be familiar with new terminology included in Lock-down Procedures distributed by Oxnard Police Department and Risk Management Dept.	Discussed procedures and terminology at the start of the school year, during staff meetings, practice lock-down procedures with school staff.	Rose Avenue certificated and classified staff as well as students.	Mr. Ordaz and CHAMPS/Olweus Team	Staff will know what to do in a lockdown
Ensure a close Campus safe from intruders.	(A)Threat assessment with Oxnard Police Department (B)Schedule quarterly lock-down drills(C)Ensure all gate locks are in working order and are used.	Oxnard Police Department threat assessment	Principal, Lead Custodian, Playground Supervisors	Feedback from practice drills and OPD
Ensure that the physical school structure including playground (s) are in safeworking order	A. Conduct regular Inspections for facility conditions. B. Submit and monitor facility work orders.	District Office facilities for concerns	Principal, Lead Custodian, Playground Supervisors, Office Staff	District checklist and work orders
After School Program will participate in lock-down drills to ensure safety of students throughout the regular and extended school day.	Inform ASP staff of Rose Ave lock-down drill procedures. Meet with ASP staff to schedule drills. Follow up with ASP staff to see how drills went.	Oxnard Police Department Handout and Risk Management posters	Principal, ASP Staff	Oxnard Police Department and ASP Coordinator will give feedback to staff after drills have been completed.

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared in case of emergency

Objectives	Action Steps	Resources	Lead Person	Evaluation
Students will know what to do in case of an emergency such as fire, earthquake, or lock-down.	Conduct monthly emergency preparedness drills	Disaster Drill Procedures	Principal	Office Referrals, Teacher reports and OPD reports
Ensure that classroom doors are locked at all times.	Send reminders in weekly bulletin and verbally during staff meetings	Weekly bulletin, staff meetings	Principal, Office Manager, Campus Supervisors	Doors will remain locked at all times
Practice emergency procedures	Monthly fire/evacuation and or lock down drill	Emergency Operations Plan	Principal, Lead Custodian	Safety, Fire, Lock-down Record Log
Ensure we have necessary emergency equipment	Annually inventory and refill emergency equipment	Emergency equipment	Principal, School Safety Committee	Safety Log
Ensure emergency operations plan is implemented	Hold monthly emergency preparedness drills, train staff on their responsibilities and stations during a disaster	Emergency Operations Plan	Principal, School Safety Committee	Oxnard Police Department Feedback

**(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

**Rose Avenue Elementary-The School of Science and Wellness Student Conduct Code**

**Conduct Code Procedures**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior (CHAMPS) with clear expectations and structures in place in classrooms and common areas.

**GOALS**

We want our students to develop a sense of values and to become:

- Caring
- Honest
- Responsible
- Well mannered and courteous
- Respectful
- Knowledgeable of right and wrong
- Fair
- Positive in outlook
- Compassionate
- Self-disciplined

**BELIEFS**

We believe our rules and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.  
Promote overall school safety and security for each student.  
Demonstrate our agreement and commitment to developing self-discipline and responsible youth.  
Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the safest possible instructional environment.  
Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

#### PHILOSOPHY

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to provide an extraordinarily safe and positive environment for everyone.

#### Expectations of Students

Attend school regularly and be on time.  
Know and obey school rules and expectations.  
Be courteous and respectful to school personnel, fellow students and the public in general.  
Behave in such a way that it does not disrupt the learning of others.  
Respect public and private property.  
Be responsible for your behavior.

#### Expectations for Parents

Ensure that your child is in school and on time each day.  
Ensure that your child is appropriately prepared for school (dress, nutrition and sleep.)  
Be responsible for the pupil's behavior.  
Teach the pupil respect for the law and the rights of others.  
Visit your school periodically and participate in conferences as called.  
Know the district, school and classroom rules and regulations and be supportive of your school.  
Help your child learn self-discipline.

#### Expectation for Teachers

Provide learning experiences appropriate for each student.  
Consistently enforce classroom rules, school rules, district rules and policies.  
Communicate on a regular basis with parents concerning their child's progress and behavior.  
Be available to parents for conferences.  
Continually improve professional competencies in matters of student control and discipline.  
Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school and district discipline standards.  
Consistently monitor classroom, school and district rules and policies.  
Counsel with students and parents regarding disciplinary matters.  
Provide professional growth experiences which will assist staff in increasing competencies for classroom management.  
Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

Attend school regularly.  
Be on time.  
Be prepared for class.  
Treat others with respect, care and consideration.  
Promptly obey school authorities without argument.  
Conserve and protect school and private property.  
Engage in activities without "body contact."  
Obey all school, playground, etc. rules.  
Use appropriate language.  
Follow district dress/uniform standards.

Use class time wisely.  
Work quietly without disturbing others.  
Respect the rights of others.  
Complete all assignments on time.  
Follow other rules which may be adopted in individual classrooms.

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

#### Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (3) Willfully used force or violence upon the person of another, except in self-defense.
  - r) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - s) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - t) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - u) Committed or attempted to commit robbery or extortion.
  - v) Caused or attempted to cause damage to school property or private property.
  - w) Stole or attempted to steal school property or private property.
  - x) Possessed or used tobacco, or tobacco products.
  - y) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - z) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - aa) Disrupted school activities or otherwise willfully defied the valid authority
  - bb) Knowingly received stolen school property or private property.
  - cc) Possessed an imitation firearm.
  - dd) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - ee) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - ff) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - gg) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.  
E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.



(c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;

While going to or coming from school;

During the lunch hour whether on or off campus;

During, or going to or coming from, a school sponsored activity.

Other causes of disciplinary action:

Deliberate littering of school premises;

Chewing gum while at school;

Using cellular telephones or electronic paging devices;

Not adhering to the school dress code;

Making bomb threats or false fire alarms;

Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;

Habitual tardiness/truancy;

Forging parents' signatures or school documents (CAC 306).

#### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcements

Incentives are used to promote exemplary student conduct.

#### SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES

##### Expectations:

Basic rules are reviewed with students by classroom teachers at the beginning of each year.

Basic school rules are sent home each year, in written form, for parental review.

Students will be held responsible for their conduct.

Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.

Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.

The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

## **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The comprehensive plan shall be subject to continuing review and evaluation by the city with public input. Amendments to the plan should not be considered more frequently than once a year, except in cases of emergency.

## Safety Plan Appendices

## Emergency Contact Numbers

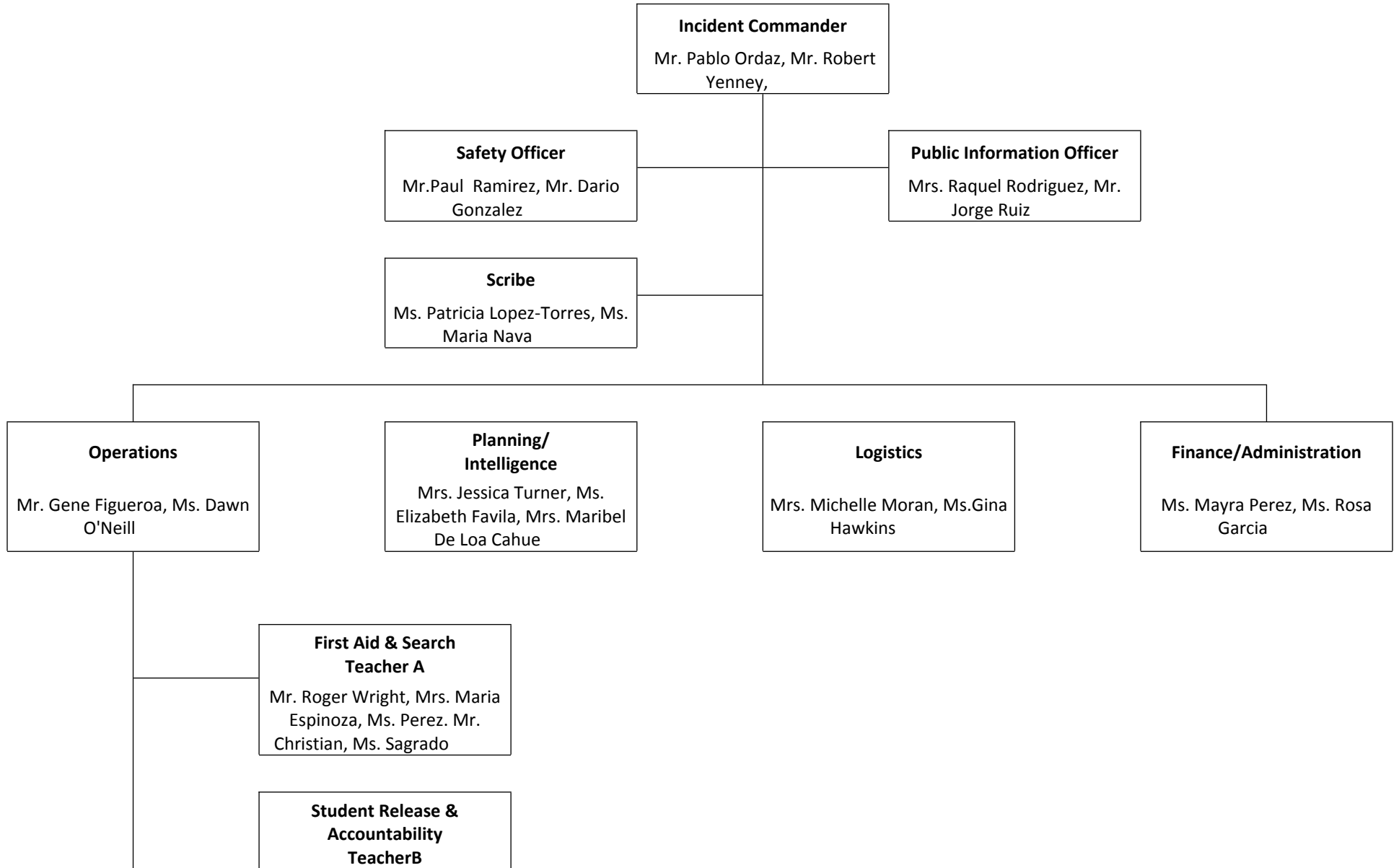
### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	(805) 654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	(805) 988-2500	
Local Hospitals	Ventura County Medical Center	(805)652-6000	
Local Hospitals	Community Memorial Hospital	(805) 652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
September review the plan with staff. Review plan with safety committee at each regularly scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.	September 2016	
October/Review Plan	October 2016	
November/Review Plan with PTA	November 16, 2016	
December/Review Plan	December 2016	
January/Review Plan/School Site Council Approval	January 2017	
February/Review Plan	February 2017	
March/Review Plan with ELAC Board	March 2017	
April/Review Plan	April 2017	
May/Review Plan/Final draft for the following school year	June 2017	
June/Review Plan and make last revision/Present to school site council	September 2017	

Rose Avenue Elementary-The School of Science and Wellness Incident Command System



Mrs. Ultreras, Mrs. Rosa  
Garcia, Mrs. Celina Camarena,  
Ms. JoAnn Olivares



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency. Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the principal.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

Any pet owner or custodian who allows a dog to bark continuously or for an extended period of time in a manner that annoys the neighbors and disturbs the peace and tranquility of the neighborhood may be guilty of allowing a public nuisance and punishable by a misdemeanor with a fine of up to \$1000 and/or six months in jail. (California Penal Code 373A and LA County Code Sec. 10.40.065)

### **Armed Assault on Campus**

1. Call 911
2. Institute Lock-down - Priority 1 procedures
3. Remain on Lock-down until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line and complete the form entitled "Bomb Threat Report" (see form following).
2. Contact the police and the District Office.
3. Establish a command post.
4. If appropriate, send staff a written message to search own classroom (see sample emergency message following).
5. If deemed necessary, evacuate. Determine if you will evacuate prior to conducting a search.
6. DO NOT use radios or cellular telephones.
7. An organized search of the campus should be conducted under the direction of the principal or law enforcement agencies.
8. Activate the Incident Command System; Hazard Control Unit.
9. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
10. Return to your normal routine only when the principal and the law enforcement agencies are confident that any threat has passed.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 385-1501.
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lock-down".

4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.

3. When clear to evaluate/evacuate.
4. If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
5. Render first aid as necessary.
6. Notify authorities (911) and the Superintendent.
7. Activate the Incident Command System.
8. Teachers are to take roll and report missing students to the office.
9. If possible to fight small fires without endangering life, do so.
10. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.

- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

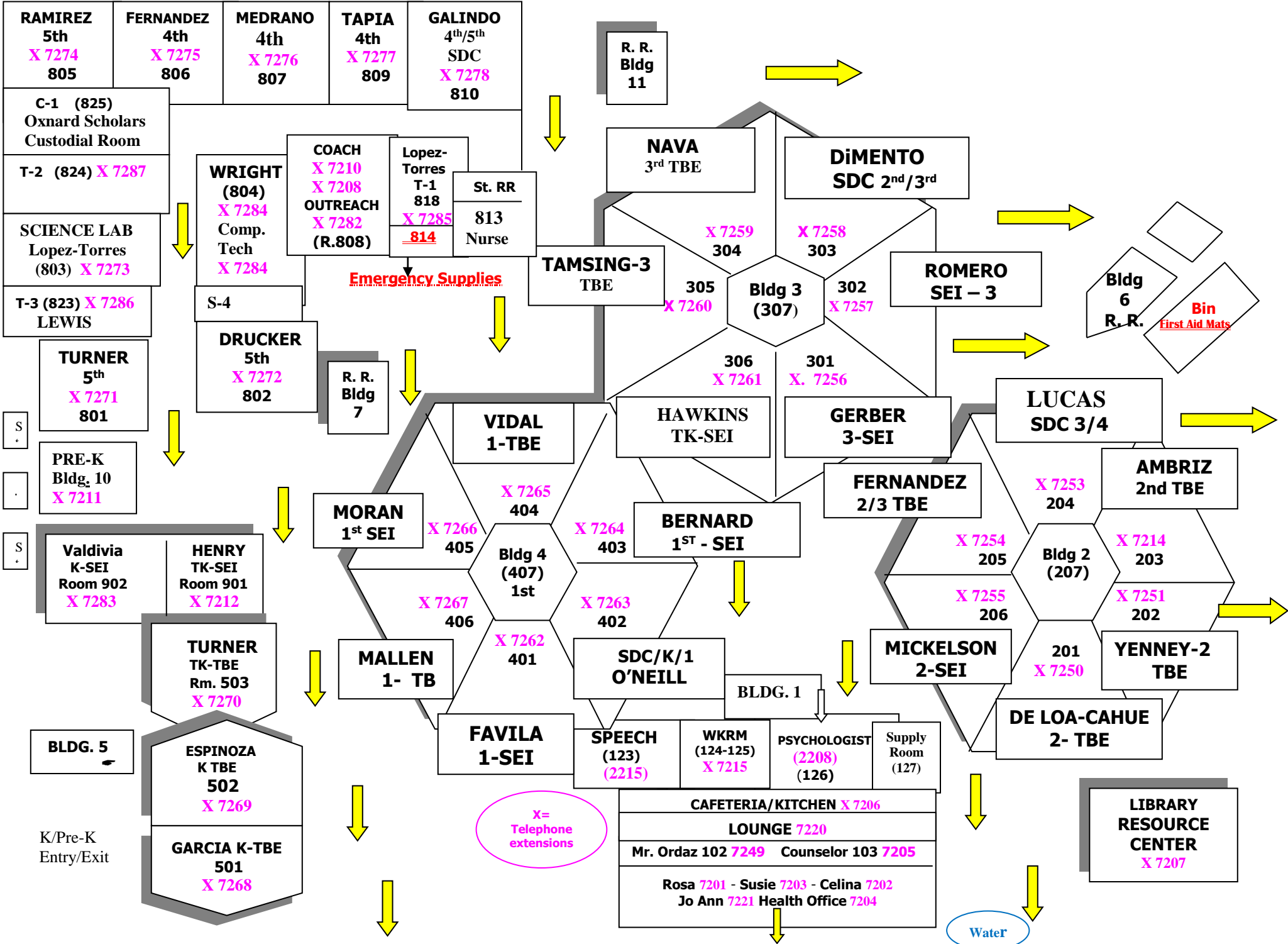
1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

The administrator will contact the District Superintendent for direction.



## Emergency Evacuation Map



**RAMIREZ**  
5th  
X 7274  
805

**FERNANDEZ**  
4th  
X 7275  
806

**MEDRANO**  
4th  
X 7276  
807

**TAPIA**  
4th  
X 7277  
809

**GALINDO**  
4th/5th  
SDC  
X 7278  
810

C-1 (825)  
Oxnard Scholars  
Custodial Room

T-2 (824) X 7287

SCIENCE LAB  
Lopez-Torres  
(803) X 7273

T-3 (823) X 7286  
LEWIS

**TURNER**  
5th  
X 7271  
801

PRE-K  
Bldg. 10  
X 7211

Valdivia  
K-SEI  
Room 902  
X 7283

HENRY  
TK-SEI  
Room 901  
X 7212

**TURNER**  
TK-TBE  
Rm. 503  
X 7270

BLDG. 5

K/Pre-K  
Entry/Exit

**ESPINOZA**  
K TBE  
502  
X 7269

**GARCIA K-TBE**  
501  
X 7268

**WRIGHT**  
(804)  
X 7284  
Comp.  
Tech  
X 7284

S-4

**DRUCKER**  
5th  
X 7272  
802

**COACH**  
X 7210  
X 7208  
OUTREACH  
X 7282  
(R.808)

Lopez-Torres  
T-1  
818  
X 7285  
814

Emergency Supplies

St. RR  
813  
Nurse

R. R.  
Bldg 7

**VIDAL**  
1-TBE

**MORAN**  
1st SEI

Bldg 4  
(407)  
1st

**MALLEN**  
1- TB

**FAVILA**  
1-SEI

**SPEECH**  
(123)  
(2215)

**WKRM**  
(124-125)  
X 7215

**PSYCHOLOGIST**  
(2208)  
(126)

Supply Room  
(127)

CAFETERIA/KITCHEN X 7206

LOUNGE 7220

Mr. Ordaz 102 7249 Counselor 103 7205

Rosa 7201 - Susie 7203 - Celina 7202  
Jo Ann 7221 Health Office 7204

X=  
Telephone  
extensions

R. R.  
Bldg  
11

**NAVA**  
3rd TBE

**DiMENTO**  
SDC 2nd/3rd

**TAMSING-3**  
TBE

X 7259  
304

X 7258  
303

305  
X 7260

Bldg 3  
(307)

306  
X 7261

301  
X. 7256

**HAWKINS**  
TK-SEI

**GERBER**  
3-SEI

**FERNANDEZ**  
2/3 TBE

**BERNARD**  
1st - SEI

**SDC/K/1**  
O'NEILL

BLDG. 1

**MICKELSON**  
2-SEI

**DE LOA-CAHUE**  
2- TBE

**LIBRARY**  
**RESOURCE**  
**CENTER**  
X 7207

Water

Bldg  
6  
R. R.

Bin  
First Aid Mats

**LUCAS**  
SDC 3/4

**AMBRIZ**  
2nd TBE

X 7253  
204

X 7214  
203

X 7254  
205

Bldg 2  
(207)

X 7251  
202

X 7255  
206

201  
X 7250





**YENNEY-2**  
TBE

# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Sierra Linda Elementary School  
**CDS Code:** 56725386055388  
**District:** Oxnard School District  
**Address:** 2201 Jasmine Avenue  
 Oxnard, CA 93036  
**Date of Adoption:** 11/08/16

**Approved by:**

Name	Title	Signature	Date
Carmen Serrano	Principal		1/18/17
Lynn Pauley	SSC/Chairperson		1/19/17
Susana Luna	Counselor		1/19/17
Kevin Thompson	SRO/OXPD		1-18-17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Sierra Linda Elementary School's office.

### **Safety Plan Vision**

At Sierra Linda School, we believe all students deserve an education that incorporates critical thinking and the integration of all curricular areas, including technology. We believe students should be actively involved in a respectful, caring, cohesive and safe educational community. We promote a "Respectful, Responsible and Safe" school environment.

## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Sierra Linda Elementary School Safety Committee**

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### **Assessment of School Safety**

The School Resource Officer (SRO) from the Oxnard Police Department (OPD) conducted a security inspection with the principal of the campus and made recommendations which were addressed by school personnel or by the district.

The school is closed to all adults unless they checked in with the office and receive a visitor badge. A challenge is still created with the additional parents for kindergarten where the kindergarten area is inside the campus, as is the breakfast area. We have determined that kindergarten parents only can escort their students in to the breakfast line or into the kindergarten playground area only, and that is effective.

The SRO is present for whole school lockdown drill. Monitoring and providing support

The Risk Management Department from the District conducts a Safety Inspection of each campus each year. A report is submitted and necessary changes are made by either school personnel or district personnel.

Any safety issues are reported by staff to administration as they are noticed to be handled by the Lead Custodian or through work orders to the he district office.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

The Lead Custodian and the Principal conduct monthly safety inspections. Any safety issues reported by staff to administration are handled by the Lead Custodian or through work orders to the district office.

Minor changes (such as repairs) are made immediately. Major changes which may need input from more stakeholders go through a process of involving the school's Leadership Team, staff, and any relevant parent groups. Once the input has been obtained, a system of communication goes into effect to make sure all stakeholders are made aware of the change

Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns.

Administration communicates with the community via meetings, letters, and weekly connect-ed phone messaging system regarding reminders for safety and traffic regulations.

The safety committee meets regularly to review all safety and security procedures and make any necessary recommendations and changes.

The SRO from OPD attends lock-down drills scheduled by school staff to ensure that procedures are followed properly, providing feedback to Principal which will debrief with staff and do necessary changes.

Monthly Drills are conducted regularly: Earthquake (quarterly) and Fire Drills (monthly)

In order to ensure that students engage in safe behavior the school implements Lesson One and/or CHAMPS positive behavior support program. Students are expected to follow the rules and teachers reinforce the rules in their classrooms. Discipline is applied when the expectations are not adhered to.

During the school day, our campus is a Closed Campus. Adults who are not employees are not allowed on campus at any time without first checking in at the office, signing in and obtaining a visitor's badge.

Conduct an annual inventory of Emergency equipment and replace supplies as needed, including emergency buckets and emergency classroom backpacks.

Emergency Operations Plan updated and have first aid supplies and search and rescue plan in place.

Staff trained in Emergency Operations Plan/School Safety Plan

The school is closed to all adults unless they checked in with the office and receive a visitor badge. A challenge is still created with the additional parents for kindergarten where the kindergarten area is inside the campus, as is the breakfast area. We have determined that kindergarten parents only can escort their students in to the breakfast line or into the kindergarten playground area only, and that is effective.

Security measures are implemented by having a closed campus. All students are dropped off in the morning and enter through the main gate or through the office (when arriving after the late bell).

All adults picking up students before regular dismissal are required to be on the student's emergency card, be of 18 years of age and produce a valid ID.

#### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency."

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

#### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) "GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.



- C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.
- D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.
- F. Emergency Announcements will be provided on the following radio stations.

**AM Radio Stations:**

Ventura: KVTA 1520  
Los Angeles: KNX 1070  
Spanish: KTRO 1520

**FM Radio Stations:**

Ventura: KHAY 100.7  
Los Angeles: KBIG 104.3  
Oxnard: KCAQ105

**Disaster Plan (See Appendix C-F)**

**Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

**STUDENT DUE PROCESS**

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

#### ALTERNATIVES TO SUSPENSION / OPTIONS

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### REQUIRED PARENTAL ATTENDANCE

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### DEFINITIONS

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### GROUNDS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the

information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

### **(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

#### **SIERRA LINDA SCHOOL DRESS POLICY**

All students will be held to the Sierra Linda School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school. The following will be strictly adhered to:

#### **DRESS CODE**

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Students may not wear clothing or hairstyles that will be disruptive to the educational process.

The Sierra Linda School Dress Policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of the parents and students. One's dress and appearance should not disrupt the education of others. Schools have the authority under State law to restrict the wearing of clothes, which could be considered to be "gang" attire.

1. Clothing, jewelry and personal items (backpacks, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising.
2. Clothing which exposes underwear, bare midriffs or stomachs (including transparent blouses, crop tops, tank tops, "spagetti" straps, or halter tops), short shorts, or skirts (above mid thigh) are not permitted.
3. Shorts that extend below the bottom of the kneecap are not permitted.
4. Hats may not be worn inside a classroom or school building. Baseball caps or "bucket hats" may be worn for sun protection and must be a plain, solid color, without any logos.
5. Pants must be worn at the waist to prohibit sagging.
6. Metal accessories that present a hazard to the health or safety of the wearer or others are prohibited on school grounds.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

Results from the parent and teacher survey identified a concern for the school's physical environment. Specifically noted was the dropping off/picking up student area.

Guidelines addressing the arrival and dismissal of students are included in Sierra Linda's agenda and/or handbook. This information is also shared in assemblies and with the parents at parent meetings. Safety issues are also shared through Connect Ed.

Specific procedures include:

- No students are allowed to arrive at school before 8:10 AM
- If walking or being dropped off by parents, 1st-5th grade students must enter through the front gates only. If dropped off by bus, 1st-5th grade students enter through kinder gates. Kinder students must enter and dismiss through kinder gates. 1st through 5th grade students must exit through assigned gates.
- School begins at 8:35, there is a five minute warning bell at 8:30
- Do not park in the bus loading and unloading zone.
- Campus Supervisors and teachers are assigned designated areas at arrival and departure for student safety
- Use caution during arrival and departure times. Be patient and safe.
- Cross streets at designated cross walks
- Dismissal time is 1:52 for kindergarten; park outside of the school when waiting for children
- Dismissal time is 2:45; park outside of the school when waiting for children
- Students taking bus home line up near room 907 and are then escorted to the bus.
- Teachers supervise classes out for safe and orderly dismissal.
- Teachers monitor high traffic areas at dismissal (bus area, street corner, parking lot crossing area)

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

**Component:**

Positive School Climate

**Element:**

School Wide Positive Behavior Support

**Opportunity for Improvement:**

Students should follow the elements of the Pledge for Success/CHAMPS daily

Objectives	Action Steps	Resources	Lead Person	Evaluation
The school uses a proactive and positive approach to management of student behavior (CHAMPS/Lesson One) with clear expectations and structures in place in classrooms and common areas.	Daily review of pledge during opening; further discussion during family time; review of rules and expectations	Posters in classroom and common areas	Teachers, Paraprofessionals, Playground supervisors and Principal	Walk through observations
Parents shall be made aware of student behavior plans and expectations	Information shared with parents at Coffee With the Principal, ELAC, PTA, and School Site Council Meetings.	Space available for meeting	Teachers, Paraprofessionals, Playground supervisors and Principal	Parent awareness of expectations
Teachers and Classified staff shall be trained on CHAMPS	Teachers will be trained on the implementation of CHAMPS.	Meeting time	Teachers, Paraprofessionals, Playground supervisors and Principal	Attendance, follow through of implementation. School-wide CHAMPS leadership team will conduct walk-through observations
Education Codes will be followed when implementing respectful and dignified student discipline.	Discipline from teacher/principal/designee	Referral forms, Q documentation	Teachers, Principal, Designee	Monitoring of student behavior

**Component:**  
Disaster Plan

**Element:**  
Safe School Environment

**Opportunity for Improvement:**  
Staff needs to review emergency drills, disaster plan (FEMA) and lockdown procedures

Objectives	Action Steps	Resources	Lead Person	Evaluation
Staff to become trained in FEMA	Video course to be taken by all staff	Website for video course	Principal	Completion of course 100 and 700
Familiarize new disaster plan and procedures with staff	Review of plan on ongoing basis	Plan with roles for disaster	Principal	Staff knowing what to do or who to follow during a disaster
Staff to be familiar with new procedures for lockdown	E-mail new procedures to staff; review at staff meeting; conduct lockdown drill	OXPD Handout	Principal	Staff knowing what to do during a lockdown
Staff conducts monthly drills for evacuation; quarterly drills for earthquake, and annual lockdown drills.	Review procedure with staff, conduct drills	Evacuation map, emergency backpacks	Principal	Completion and observation of drill procedure
Educate parents about school disaster plan so they will help students understand procedures	Information shared with parents at Coffee With the Principal, ELAC, PTA, and School Site Council Meetings.	Site Disaster Plan	Principal	Students and parents knowing what to do during a disaster.

**Component:**

School's Safe Physical Environment

**Element:**

School Safety

**Opportunity for Improvement:**

All school gates need to be closed during the school day, not allowing for openings into the parking lots.

Objectives	Action Steps	Resources	Lead Person	Evaluation
All gates need to be closed and locked after entry into school or exit from school	Signs posted on the gates	Copies/Publications Campus Supervision Schedule for monitoring in the mornings	Principal/Teachers/Staff Members	Gates closed and locked
Reminding staff of procedures when they enter or leave campus, ensuring that gates are closed and locked behind them if they enter from a side gate.	Reminders in bulletin and via email or face to face with individuals.	Weekly bulletin	Principal	Gates closed and locked
Gates monitored by staff during delivery of food or supplies through back gate	Reminders to staff to close and lock the gates or have a staff member monitor gate during delivery so that students do not go out during the day.	Weekly bulletin reminder	Principal, staff members	Gates closed and locked

## **(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

### **Sierra Linda Elementary School Student Conduct Code**

#### **Conduct Code Procedures**

##### **PURPOSE**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

##### **GOALS**

We want our students to develop a sense of values and become productive citizens by demonstrating the following personality traits:

- Respectful
- Caring
- Honest
- Responsible
- Well mannered and courteous
- Inclusive
- Knowledgeable of right and wrong
- Fair
- Positive outlook
- Compassionate
- Self-disciplined

We believe our expectations and procedures will:

Provide a starting point for behavior and conduct expected.

Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students.

Promote overall school safety and security for each student.

Demonstrate our agreement and commitment to developing self-discipline and responsible youth.

Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.

Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

##### **PHILOSOPHY**

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

##### **Expectations of Students**

Be regularly in school attendance and be on time for each class.

Know and obey school rules and regulations.

Be courteous and respectful to school personnel, fellow students and the public in general.

Behave in such a way that it does not disrupt the learning of others.

Respect public and private property.

##### **Expectations for Parents**

Assure that your child is in school and on time each day.

Assure that your child is appropriately prepared for school (dress, nutrition and sleep.)

Be responsible for the pupil's behavior.

Teach the pupil respect for the law and the rights of others.

Visit your school periodically and participate in conferences as called.

Know the district, school and classroom rules and regulations and be supportive of your school.



Help your child to learn self-discipline.

#### Expectation for Teachers

Provide learning experiences appropriate for each student.

Consistently enforce classroom rules and district rules and policies.

Communicate on a regular basis with parents concerning their child's progress.

Be available to parents for conference.

Continually improve professional competencies in matters of student control and discipline.

Develop enthusiasm for learning through experiences that are interesting and relevant to pupils.

#### Expectations for Administrators

Inform students and parents about school district discipline standards.

Consistently monitor classroom, school and district rules and policies.

Counsel with students and parents regarding disciplinary matters.

Provide professional growth experiences which will assist staff in increasing competencies for student control and discipline.

Provide leadership that will establish, encourage and promote teaching and effective learning.

#### Basic School Rules:

Attend school regularly.

Be on time.

Be prepared for class.

Treat others with respect, care and consideration.

Promptly obey school authorities without argument.

Conserve and protect school and private property.

Engage in activities without "body contact."

Obey all school, playground, etc. rules.

Use appropriate language.

Follow district dress/uniform standards.

Use class time wisely.

Work quietly without disturbing others.

Respect the rights of others.

Complete all assignments on time.

Follow other rules which may be adopted in individual classrooms.

#### A Pledge for Success/ A Promise I Make to Myself

I will listen to what others have to say.

When I wait my turn to speak, I can hear what everyone has to say.

I will try my best.

Even when I make mistakes, I learn from them. The most important thing is to keep trying.

I will treat others the way I would like to be treated.

Pushing, fighting, bullying, name-calling, and treating others badly hurts them and hurts me.

I will respect the diversity of all people.

Whether we are the same or different on the outside, it's the person we are on the inside that counts.

I will remember that I have people who care about me in my family, school, and community.

Families, like schools and communities can be many sizes and made up of all kinds of people.

#### Student Conduct, Concerns and Consequences:

Student conduct which prevents students from learning or teachers from teaching will not be tolerated. We have established tiered response for behavior interventions which delineates clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

Students May Be Disciplined for the Following Reasons:

#### GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

While on school grounds;

While going to or coming from school;

During the lunch hour whether on or off campus;

During, or going to or coming from, a school sponsored activity.

While on school field trips.

Other causes of disciplinary action:

Deliberate littering of school premises;

Chewing gum while at school;

Using cellular telephones or electronic paging devices;

Not adhering to the school dress code;

Making bomb threats or false fire alarms;

Setting fires or using explosive devices which threaten or cause damage to human life or property on school grounds or at school sponsored events;

Habitual tardiness/truancy;

Forging parents' signatures or school documents (CAC 306).

Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions.

Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student, and the SRO may be called.

Positive Reinforcements

Incentives are used to promote exemplary student conduct.

## SCHOOL RULES AND PROCEDURES IMPLEMENTATION RESPONSIBILITIES

Expectations:

Basic rules are reviewed with students by classroom teachers at the beginning of each year.

Basic school rules are sent home each year, in written form, for parental review.

Students will be held responsible for their conduct.

Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.

Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.

The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a

true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

The completed plan will be distributed to school-wide by email and printed copies will be available for parent/community review at the front office. The safety plan will be reviewed bi-annually by all Sierra Linda staff.

## Safety Plan Appendices

**Emergency Contact Numbers**

**Utilities, Responders and Communication Resources**

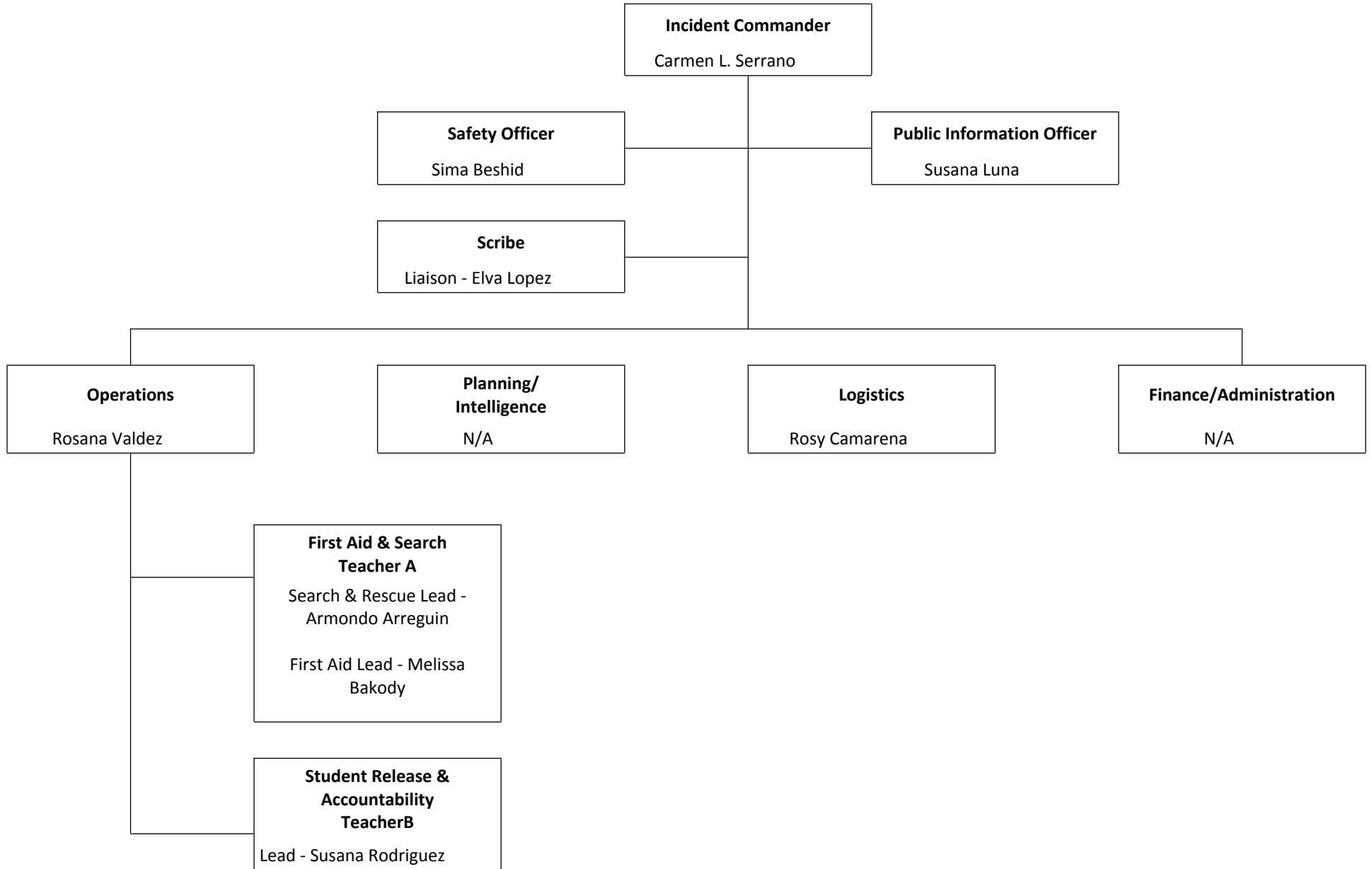
Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
September review with plan with staff. Review plan with safety committee at each regular scheduled meeting. January review plan with Leadership Team, Safety Committee and School Site Council. Update plan by February of each year.	March, 2017 (review with staff)	
Plan will be distributed to Safety Plan Committee Members for review and revision	January, 2017	
A copy of the final approved plan will be available for members of ELAC and other parents in the front office. Translations will be made available as needed.	March, 2017	



**Sierra Linda Elementary School Incident Command System**





## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

All Sierra Linda staff will have been trained on the use of terminology and the functions of the systems during the 2016-2017 school year. Staff members have given priorities for each of these five areas to ensure the implementation of the Safety Plan.

### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

School administrators are responsible for the health and safety of all students, staff and community members on site during an emergency. The following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous Materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the Oxnard School District Office.
3. Establish a Command Post and activate the Incident Command System.
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

1. School Administrator will initiate appropriate immediate response actions, which may include lockdown or on-campus evacuation procedures.
2. Upon discovery of an animal, staff should isolate students from the animal, if it is safe to do so. If the animal is outside, students will stay inside. If the animal is inside, students will be kept outside in an area away from the animal.
3. It is best to close doors and lock gates as a means to isolate the animal.
4. School Administrator will call 911 if additional outside assistance is needed and will provide the location of the animal and nature of the emergency.
5. If a staff member or student is injured, school medical personnel should immediately be notified. Parent or emergency contact of the injured person should also be notified.
6. In the event that students need to be released from the site, student reunification procedures will be followed.

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by a police officer.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the OSD Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - A) Direct all students and staff to remain indoors.
  - B) Direct all heating and ventilation systems to be shut down.
  - C) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the Oxnard Police and the OSD Superintendent.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.

5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

### **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

#### **Procedure**

##### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

##### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 911 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.

6. The School Administrator will determine what additional appropriate notifications should be made and will and the OSD Superintendent on the situation.

7. The bus driver is responsible for accounting for all students throughout the emergency.

### **Disorderly Conduct**

1. Consult with the Oxnard Police Department and the Oxnard School District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent
3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal "All-clear".

### **Earthquake**

#### **A. INSIDE SCHOOL BUILDING:**

- 1) The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
- 2) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
- 3) Do not use telephones.
- 4) Implement action, "LEAVE BUILDING." Over intercom, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
- 5) Avoid touching electrical wires and metal objects such as chain link fences.
- 6) Render first aid if necessary.
- 7) Take roll and submit Disaster Report to incident commander.
- 8) The principal/designee is to establish a command post, assess damage, activate search team and activates the incident command system.
- 9) Activate a buddy system; determine needs of neighboring classrooms. Listen for directions when to report to stations.
- 10) Principal to request assistance through school district channels.
- 11) Notify the District Emergency Operations Center of any breaks in utility lines.
- 12) The superintendent/designee will determine the feasibility of closing the school, based on the report of the principal.

#### **B. IF OUTSIDE:**

- 1) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
- 2) The safest place is out in the open. Stay there until the earthquake is over.
- 3) DO NOT RUN! Do "DROP –TAKE COVER."
- 4) Follow procedures 5 through 12 under "Inside School Building."

#### **C. HANDICAPPED STUDENTS:**

- 1) Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

### **Explosion or Risk Of Explosion**

- 1) DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
- 2) If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
- 3) Evacuate ONLY when directed.
- 4) If necessary, move to safe assembly areas outside the building and away from the location of the explosion.

- 5) Render first aid as necessary.
- 6) Teachers are to take roll, complete Disaster Report, and report missing students to the office.
- 7) If possible to fight small fires without endangering life, do so.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Oxnard School District Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the Oxnard School District Superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsla.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.



- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) Contact the Oxnard School District Superintendent.
- 7) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

### **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the Oxnard District Office.

### **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary, evacuate location to move away from crash.
6. Consult with Oxnard District Office and Emergency personnel for further direction and coordinate activity as needed.

### **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

### **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.
5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

**Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

**Procedure**

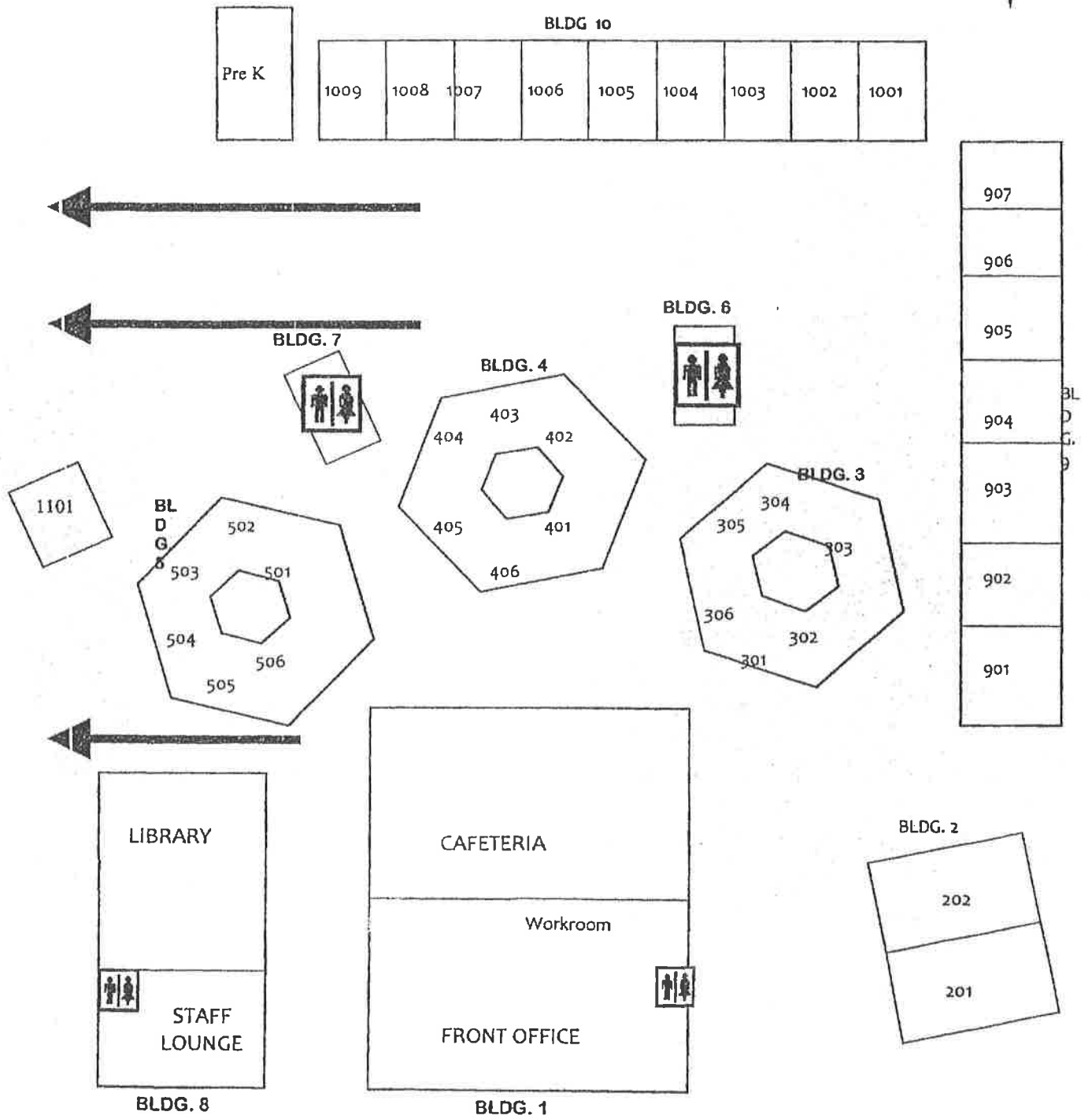
1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 911, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

**Unlawful Demonstration or Walkout**

The school administrator will contact the Oxnard District Superintendent for direction.

## Emergency Evacuation Map

Sierra Linda Elementary School Safe School Plan


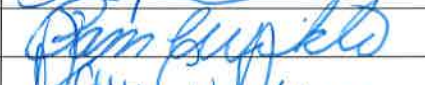





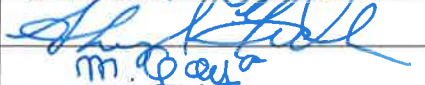
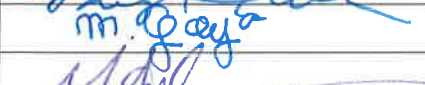
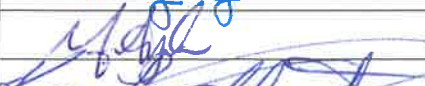
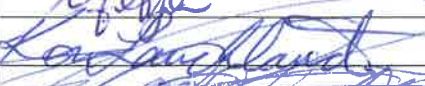


# Comprehensive School Safety Plan SB 187 Compliance Document

## 2016-2017 School Year

**School:** Juan Lagunas Soria Elementary School  
**CDS Code:** 56725380119412  
**District:** Oxnard School District  
**Address:** 3101 Dunkirk Drive  
 Oxnard, CA 93035  
**Date of Adoption:** January 24, 2017

**Approved by:**

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Kevin Thompson	Student Resource Officer		1-24-17
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Alicia Serrato	Attendance Tech		1-24-17
Sheryl Fidler	School Psychologist		1-24-17
Martiza Loya	School Counselor		1/24/17
Maria Ayala	Teacher		1/24/17
Kori Lauchland	Teacher		1/24/17
Everardo Rivera	SSC Chairperson		24 Jan 17

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

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.

A copy of the Comprehensive School Safety Plan is available for review at Juan Lagunas Soria Elementary School's office.

### **Safety Plan Vision**

Providing a happy, caring, clean, safe and stimulating environment through the integration of Technology, Arts and Language where children will exceed their potential.



## **Components of the Comprehensive School Safety Plan (EC 32281)**

### **Juan Lagunas Soria Elementary School Safety Committee**

Aracely Fox, Pam Cwiklo, Maria Magana, Kevin Thompson, Alicia Serrato, Argelia Tellez, Sheryl Fidler, Kori Lauchland, Maria Ayala

### **Assessment of School Safety**

Monthly drills, evaluation of monthly drills and end of the year self-evaluation in collaboration with OPD.

Lead custodian conducts monthly safety assessment of site.

OPD periodically visits the school during the morning and dismissal hours and gives input into the safety protocols for dropping off and picking up students.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)**

Maintaining a Safe Campus:

- The site will receive input from OPD and Risk Management
- SRO conducted a security inspection of campus with the principal/based on the feedback from the SRO the site will make modifications to the site's visitor policy
- SRO is involved and present in evacuation drills as well as lock down drills
- Risk Management conducts a safety inspection of the campus on a yearly basis. A report is submitted and necessary changes are made.
- The schools' Lead Custodian and the Site Principal will conduct monthly safety inspections and will submit a report to the District Office.
- Safety issues are reported by staff to the administration and issues are handled by the lead custodian or through work orders to the district office.
- The Safety Committee reviewed and discussed procedures to be followed by staff and students during emergencies
- The site provides ongoing safety training for all staff
- All office staff has been trained on proper protocols when checking students out of school- board policy is followed
- Regular drills are conducted; Earthquake, Lock-down, Evacuation and Fire Drills
- Campus supervisors have been trained by OPD to cross students before/after school (Pedestrian Crosswalks)
- The Oxnard Police Department Traffic Unit are called periodically to observe the traffic patterns during arrival and dismissal
- The Safety Committee meets regularly to review all safety and security procedures and make necessary recommendations and changes

Campus Security:

- SRO and OPD regularly attends lockdown drills scheduled by school staff to ensure that procedures are followed properly, providing feedback to principal who will debrief with staff and implement the necessary changes.
- Monthly drills are conducted: Earthquake, Lockdown, Evacuation and Fire Drills.

Traffic/Safety Enforcement and Communication:

- Oxnard Traffic Police are called periodically to observe the traffic patterns during arrival and dismissal to ensure drivers are obeying traffic patterns.
- Administration communicates with the community via meetings, letters and connect-ed phone messaging system regarding reminders for safety and traffic regulations.
- The safety/CARE committee meets regularly to review all safety and security procedures and make any necessary recommendation and changes.

Repairs:

- Minor repairs are made immediately through the lead custodian or work orders placed through the DO.
- Major changes will go through a process of involving all stakeholders.

Emergency Supplies:

- An annual inventory is conducted of all the emergency equipment.
- All emergency equipment is replenished as needed.

- The emergency operation plan (EOP) and rescue plan is updated regularly.
- The school staff will receive training on search and rescue procedures and responsibilities.

#### Information Awareness:

- The staff is trained in the EOP/School Safety Plan.
- The safety committee meets regularly to review all safety and security procedures and makes any necessary recommendations and changes.

#### Parent and Community Outreach:

- The site will provide a parent safety-education night.
- Parents and community will be informed of safety procedures through newsletters, Ed-Connects and meetings.
- The School Principal will update SSC and ELAC members of the School's Safety Plan.
- The Site is a closed campus, all visitors must check in with the office and obtain a visitor's badge.

#### Student Security:

- Security measures are implemented by having a closed campus. All students are dropped off in the morning and enter through the main gate or through the Dunkirk Gate (blacktop area).
- During dismissal, K-4 students exit through the Dunkirk gate (flagpole), 5-8 students exit through the Dunkirk gate (blacktop area). K-8 students can exit through the main gate if they are being picked up by a guardian, picking up a younger sibling in the quad area or if they will be riding a skateboard or a bicycle home.
- All school employees and cleared parent volunteers will wear a school/district provided identification badge when on campus.
- All adults picking up students before regular dismissal are required to be on the student's emergency card, be 18 years of age and produce a valid form of identification.
- Visitor passes will only be granted to parents who are attending a school meeting or event.
- Parents who wish to visit the campus will be asked to pre-schedule their visit at the front office with at least a 24 hour notice.
- All school volunteers must be cleared through the district office before they can volunteer at school in any capacity.
- Staff and administration are continuously supervising and monitoring the school campus throughout the day to ensure school safety.

#### Student Supervision:

- The site provides adequate student supervision before school, after school, lunch and recess
- Campus Supervisors receive on-going training

#### Discipline and Behavior:

- The school has adopted PBIS (CHAMPS, Foundations, Restorative Justice) as a school wide approach to student behavior modification.
- Administration will meet with students once every trimester to go over school rules and expectations
- The School's ORC and Counselor support teachers with CHAMPS in the Classroom
- Administration holds monthly "town hall" meetings with middle school students to discuss student behavior
- The school's Counselor and ORC will provide Social Skills Groups targeting bullying, decision making and motivation
- The school provides students with an online reporting bullying program
- The School's Counselor and ORC meet with middle school students once a month to reinforce "Victim Proof Behavior"
- The School Counselor and ORC will use 2nd Step Curriculum for grades 2-6 to teach and promote positive behavior.

### **(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

As stated in the Board Policy (BP 5141.4), "District employees shall report known or suspected incidence of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse."

When an employee suspects child abuse, the employee shall immediately meet and discuss the situation with a school counselor or an administrator. Information will be noted (name of person making report, name of child, present location of child, nature and extent of injury, and all other pertinent information.) At that time the counselor or administrator will assist the employee in making a call to Children and Family Services (654-3200) or the local Police Department (Oxnard 385-7600, Sheriff's Dept. 654-2311). The counselor

or administrator will make note of time, date and name of official contacted. The employee will then complete and mail the required written report to the local Children and Family services agency. The counselor or assistant principal will notify the principal.

Employees (mandated reporters) have absolute immunity and are not liable for filing a required report. If a mandated reporter does not wish to disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name after making the required call to Children and Family Services or appropriate law enforcement agency.”

School manager either mails or faxes over the completed abuse form to HNS within 36 hours of the report. School office manager gives a copy to principal and to the Oxnard School District Superintendent.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

All staff are trained annually in regard to the CSSP and EOP. The school conducts monthly safety drills.

Disaster Plan (See Appendix C-F) “GENERAL: The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.

B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.

C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.

D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.

E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

F. Emergency Announcements will be provided on the following radio stations.

AM Radio Stations:

Ventura: KVTA 1520

Los Angeles: KNX 1070

Spanish: KTRO 1520

FM Radio Stations:

Ventura: KHAY 100.7

Los Angeles: KBIG 104.3

Oxnard: KCAQ105

### **Disaster Plan (See Appendix C-F)**

#### **Public Agency Use of School Buildings for Emergency Shelters**

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

Procedures are in place to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

### **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

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

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

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to himself/herself or others. (Education Code 48915)

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

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **STUDENT DUE PROCESS**

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

#### **ALTERNATIVES TO SUSPENSION / OPTIONS**

All schools within the Oxnard School District may establish a suspension program which involves progressive discipline during the school day on campus, conferences, detention, student study team, referral to support services staff and/or other resources including District.

#### **REQUIRED PARENTAL ATTENDANCE**

The teacher of the class from which the student was suspended may require the parent/caregiver to attend a portion of a school day in the classroom in coordination with the principal and in accordance with all related policies/regulations for implementing this school suspension option.

#### **DEFINITIONS**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision of school personnel.

#### **NOTICE OF REGULATIONS**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

#### **GROUNDINGS FOR SUSPENSION AND EXPULSION**

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
- c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.

- d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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

#### NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### PRINCIPAL'S DISCRETION IN RECOMMENDING EXPULSION

Discretion: Ability to make responsible decisions using individual choice or judgment. The school principal, in most all-disciplinary incidents, has "latitude of choice within certain legal bounds." When serious violation of school rules occurs, it is wise to consult with the district office before rendering a decision. Responsible decisions take into account the totality of circumstances, including the welfare of the child, the safety of others, appropriateness of consequences and predicted future behavior.

#### **(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Oxnard School District will dutifully notify teachers of students who are identified as dangerous in accordance with California Education Code 49079.

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

#### **(E) Sexual Harassment Policies (EC 212.6 [b])**

Sexual harassment of any student by any employee, student or other person at school or at any school-related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Oxnard School District.

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

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the principal or to the Assistant Superintendent of Human Resources at (805) 486-3408. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

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

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

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

All students will be held to the Soria School Dress Policy. Students who violate the dress policy will be requested to fix inappropriate clothing by changing into appropriate clothing. Students can call parents/guardians to have proper clothing items brought to school and change, to adhere to the school's dress code policy.

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

California Education Code Title V. Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

School dress codes are regularly reviewed by the School Site Council and/or School Safety Committee following these board of education policies.

The following will be strictly adhered to:

Students may not wear clothing or hairstyles that will be disruptive to the educational process. Jewelry that is considered dangerous should not be worn.

1. Clothes should be neat, clean, and reflect good taste and decency.
2. Apparel, which draws undue attention to the wearer, is inappropriate.
3. Shoes must be worn at all times. Sandals (unless for medical reasons), thongs, high-heels or platform shoes are not permitted for safety reasons.
4. Bare midriffs, beach wear, halter tops, see-through outfits, and tube tops are not permitted. Spaghetti strap tops or dresses are also not permitted.
5. For the sake of modesty dresses, skirts and shorts should be at least 14 inches long from the waist to the hem. Cut-offs, short shorts and skin tight work-out or bicycle-athletic shorts are not permitted.
6. Pants with holes, bib straps hanging, cut or ragged cuffs or pants with belt straps hanging are not appropriate school attire.
7. Shirts with beer, alcohol, drugs or tobacco slogans are not to be worn. This includes shirts with obscene pictures, drug emblems or objectionable language.
8. Over-sized clothing or shorts below the knee worn with long white socks are inappropriate. Clothing considered gang attire may not be worn.
9. Hats may be worn as a sun protective clothing.

**(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

The Safety Committee continuously assesses the needs of the school in regards to safe ingress and egress of students and staff. Working collaboratively with all stakeholders, parent concerns and ideas are considered when making any changes to improve student/campus safety.

Parents/Guardians are asked to provide emergency contact information for their children at the beginning of the year, and are asked to make updates as soon as possible when contact information changes.

Parents/Guardians are responsible to provide the school with legal/custodial paperwork regarding a student. The legal documents are attached to the students' emergency cards and will be followed accordingly.

#### SCHOOL HOURS

- The student day is from 8:40-1:57 ( Kindergarten), 8:40 am to 2:50 pm (1-5) and 8:35 – 3:03 (6-8).
- Parents dropping students off at school should be aware that playground supervision is not available before 8:00 am. School office hours are 7:30 am to 4:00 pm.
- Once arriving at school, students are to immediately come onto the campus and move to the Multi-Purpose Room (7:30-8:00) or the blacktop, playground area (8:00-8:40).
- Under no circumstances are students to leave to pick up friends, go to locations other than the school campus, or loiter outside campus gates.
- Students not participating in after school activities are to leave campus immediately by walking or riding a bus.
- Students waiting for rides home via automobile need to wait in the designated pickup area.
- Loitering is prohibited. Students who fail to adhere to this rule will be subject to disciplinary action.
- Crossing guards are present between the parking lot and the main gate at arrival and at dismissal.
- During dismissal two additional crossing guards are present at Dunkirk St. (Blacktop Area and Flagpole Area).

#### DISMISSAL

- Students will be dismissed through various exits depending on their grade level; kindergarten will exit through the kinder playground, 1st through 4th grade will exit through the Dunkirk gates and 5th through 8 grade will be dismissed through the playground gates.
- All 5th through 8th grade students who need to exit through the front must obtain a sticker from the office.
- Siblings in different grade levels will be allowed to wait for each other in the supervised quad area.
- Students who have not been picked up fifteen minutes after their dismissal time will be asked to wait inside until an authorized person comes to pick them up.
- All exit gates will be closed at 3:17 pm, anyone picking up a student after that time must stop by the office to sign-out the student following the established protocol.
- Students will not be allowed to wait on Fifth St. or the City Park adjacent to Soria School.

#### BEFORE SCHOOL DROP OFF/AFTER SCHOOL PICK UP

- The front parking lot has a designated drop off area and through traffic zone. This area is monitored and supervised by classified staff, certificated and/or administrative staff.
- Parents may park in the front lot to walk student(s) onto the site. Parents should follow this same procedure at the end of the school day to pick up their child.
- Students should walk on the sidewalk and within the crosswalk area.
- Kinder parents are asked to drop off their child at the kindergarten playground entrance.
- 1st – 8th grade students can be dropped off in the parking lot and playground entrance.
- Students riding their bicycles or skateboards to school must lock them up in the appropriate racks. Skateboards and bicycles are not allowed on the campus.
- Drop off and Pick up procedures are shared in assemblies and with the parents at parent meetings. Safety issues are also shared through Connect Ed.

#### CLOSED CAMPUS

- Soria is a closed campus. All gates which provide access to the classrooms and other rooms, except the main office, remain locked during regular school hours.
- Staff continuously monitors the safety of all students upon arrival and dismissal from school, including at the bus stops, and throughout the school day, following established routines and procedures.
- Students must stay on campus from the time of arrival in the morning, during lunch, and after school while waiting for pick up or the bus.
- All visitors (including parents) are asked to sign-in and pick up a visitor's badge in the front office before entering campus. This includes parents/guardians when dropping off or picking up students.
- Visitors without a proper badge will be re-directed to the office to check-in.



#### LEAVING EARLY

- Students may leave campus prior to dismissal; if parents/guardians or persons designated by parents/guardians (are on the emergency card) pick up students from school.
- Under no circumstances should a student leave campus without permission. Parents/Guardians must check in at the office in order to pick up students who are leaving campus for appointments.
- Only parents and guardians listed on the emergency card with an ID can sign out for a student leaving campus.
- Persons picking up students during the day must present a valid ID, be 18 years of age, noted on the emergency contact information, and sign the student(s) out in the office.

#### TARDY / LATE POLICY

- If the student arrives after the tardy bell, the student must check into the office prior to going into the classroom.
- An “excused late” will be assigned when parents have called or come into the school with a valid excuse such as a doctor or dentist’s appointment.
- When a student is habitually late to school (more than 3 times), parents will be contacted to meet with principal/principal designee, attendance clerk and outreach specialist.
- Truant Tardy is when students arrive to school 30 minutes late. When a student is determined to have a truant tardy he/she will be assigned an office detention, be placed on an attendance contract and possibly receive a citation.

#### EXCUSED ABSENCES

- When a student is absent, the Parent/Guardian needs to notify the school school through a written note or phone call to the office within 72 hours of the absence.
- Excused absences include: illness, medical/dental appointments, court appearances (for students), religious observations, or death of an immediate family member. All other absences are considered unexcused. State law does not provide any financial assistance to schools when students are absent for any reason, including excused absences.
- Off campus absences, which are not approved in advance, are UNEXCUSED and students will be subject to disciplinary action.

#### RETURNING AFTER AN ABSENCE

1. Bring a dated note from parent(s) stating the reason for the absence, with your name, grade, date of absence, and parent signature
2. Take the note to the Attendance Clerk prior to 8:30 am to avoid being late for class
3. Receive a readmit slip
4. If a student leaves school early, a readmit slip must be picked up the following morning

#### TRUANCIES (UNEXCUSED ABSENCES)

- If a student is habitually late or absent from school various measures may be taken including detention, an alternate school placement, and referral to SARB (School Attendance Review Board).
- Truancy is a violation of the California Education Code and includes consequences ranging from requiring parents to attend parenting classes to fines levied to parents.

The following are considered truanies:

1. Being absent from school without the knowledge and consent of the parent/school
2. Leaving the school grounds during the day without permission
3. Staying out of class without permission
4. Having excessive tardies

### **(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

#### **Component:**

Positive School Climate

#### **Element:**

School Wide Positive Behavior Support

#### **Opportunity for Improvement:**

Maintain a positive safe, bully free campus

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will create a positive behavior plan to encourage daily attendance.	<ul style="list-style-type: none"> <li>• Aztec Attendance Club</li> <li>• Monthly, trimester, end of the year, reward attendance program</li> <li>• Weekly parent communication</li> <li>• Attendance Mediation</li> </ul>	-Site, PTA and ASB funding support	<ul style="list-style-type: none"> <li>• ORC</li> <li>• Attendance Technician</li> <li>• School Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Chronic Absence Data</li> </ul>
The site will create social support for students.	<ul style="list-style-type: none"> <li>• Social Skills Building Groups</li> <li>• One on One Counseling</li> <li>• Daily Check in with Students</li> <li>• Crisis Intervention</li> <li>• Second Step</li> <li>• Shining Stars</li> <li>• Parenting Classes</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil Services</li> <li>• Site Funds</li> </ul>	<ul style="list-style-type: none"> <li>• School Counselor</li> <li>• ORC</li> </ul>	Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.
The site will follow the school wide behavior expectation strategies.	<ul style="list-style-type: none"> <li>• Full implementation of CHAMPS</li> <li>• Second Step</li> <li>• CHAMPS assemblies for students</li> </ul>	<ul style="list-style-type: none"> <li>• On-going CHAMPS training</li> <li>• RTI Trainings</li> <li>• Pupil Services</li> </ul>	<ul style="list-style-type: none"> <li>• School Administration</li> <li>• ORC</li> <li>• School Counselor</li> </ul>	Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.
The site will create a bully free school environment.	<ul style="list-style-type: none"> <li>• Anti-Bullying Assemblies for students</li> <li>• Training for teachers and students</li> <li>• Second Step</li> <li>• SRO will have an assembly on cyberbullying</li> <li>• Students can report hate crimes/bullying anonymously via Sprigeo</li> </ul>	<ul style="list-style-type: none"> <li>• PTA support for Assemblies</li> <li>• Site funding</li> <li>• Pupil Services for Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• ORC</li> <li>• School Administration</li> <li>• School Counselor</li> <li>• SRO</li> </ul>	Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals
The site will promote a drug-free school zone.	<ul style="list-style-type: none"> <li>• Highlight Red Ribbon Week</li> <li>• Implementation of the Minnesota Prevention Program</li> </ul>	-Pupil Services	<ul style="list-style-type: none"> <li>• Club Live</li> <li>• ORC</li> <li>• Science Teachers</li> </ul>	Healthy Kids Survey

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will create and utilize Positive Behavioral Interventions and Supports (PBIS).	<ul style="list-style-type: none"> <li>Continue with the implementation of CHAMPS school wide</li> <li>Implement the Restorative Justice Approach</li> <li>Provide Professional Development in the area of PBIS</li> </ul>	<ul style="list-style-type: none"> <li>Ventura County Office of Education</li> <li>Pupil Services</li> <li>CARE Team (Committee for the Advancement of Respect and Education)</li> </ul>	<ul style="list-style-type: none"> <li>ORC</li> <li>School Administration</li> <li>School Counselor</li> <li>Teachers</li> </ul>	<p>Student/Teacher/Parent Survey</p> <p>Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>
The site will implement the Multi Tier System of Support (MTSS) to support students social/emotional needs.	<ul style="list-style-type: none"> <li>Staff training on the MTSS process</li> <li>Participation in VCOEs MTSS Symposium</li> <li>Weekly COST Meetings</li> <li>Monthly SST Meetings</li> </ul>	-Pupil Services	<ul style="list-style-type: none"> <li>ORC</li> <li>School Administration</li> <li>School Counselor</li> <li>Teachers</li> </ul>	<p>Student/Teacher/Parent Survey</p> <p>Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>
The site's MTSS team will be accessible to parents and students.	<ul style="list-style-type: none"> <li>Site Administration, ORC and School Counselor will remain visible and will connect with students and families before school, after school and during recess.</li> </ul>	-Pupli Services	<ul style="list-style-type: none"> <li>ORC</li> <li>School Administration</li> <li>School Counselor</li> </ul>	<p>Student/Teacher/Parent Survey</p> <p>Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>
The site will provide adequate campus supervision throughout the school day.	<ul style="list-style-type: none"> <li>Campus Supervisors will be trained on proper procedures and expectaions.</li> <li>Campus Supervisors will be trained using the Safety Playground Certification Video.</li> <li>Administration will meet with Campus Supervisors at least once a month.</li> </ul>	-Pupil Services	<ul style="list-style-type: none"> <li>School Administration</li> <li>Campus Supervisors</li> </ul>	<p>Student/Teacher/Parent Survey</p> <p>Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will purchase/replenish recess equipment helping to maintain a safe environment for students.	<ul style="list-style-type: none"> <li>Inventory equipment</li> <li>Develop a budget to support the replenishment of recess equipment</li> </ul>	-Risk Management	<ul style="list-style-type: none"> <li>School Administration</li> <li>Campus Supervisors</li> </ul>	<p>Student/Teacher/Parent Survey</p> <p>Decrease of office suspensions and office referrals through monthly attendance reports and review of office referrals.</p>

**Component:**

School's Safe Physical Environment

**Element:**

Safe School Environment

**Opportunity for Improvement:**

Ensure that the school is in safe physical working order

Objectives	Action Steps	Resources	Lead Person	Evaluation
The site will ensure a closed campus safe from intruders.	<ul style="list-style-type: none"> <li>Ensure that locks and doors are in proper working order.</li> <li>Administration will have weekly meeting with the school's lead custodian.</li> </ul>	District/Facilities	<ul style="list-style-type: none"> <li>School Administration</li> <li>Lead Custodian</li> </ul>	Submit work orders as needed
Campus facilities are safe and adequate.	-Monthly walk through to ensure that gates are locked, facilities are secured.	N/A	<ul style="list-style-type: none"> <li>Administration</li> <li>Lead Custodian</li> </ul>	Review monthly report and submit work orders as needed
The site will be clean and free of safety hazards.	-Monthly walk through to ensure that gates are locked, facilities are secured.	N/A	<ul style="list-style-type: none"> <li>Administration</li> <li>Lead Custodian</li> </ul>	Review monthly report and submit work orders as needed

**Component:**

Disaster Preparedness

**Element:**

School Safety

**Opportunity for Improvement:**

Ensure all staff and students are prepared for an emergency

Objectives	Action Steps	Resources	Lead Person	Evaluation
The school staff will know what to do in case of an emergency situation.	<ul style="list-style-type: none"> <li>The site staff will participate in fire drills, lock-down drills, school evacuation drills and bi-monthly earthquake drills.</li> <li>The site will develop and train all staff on school wide policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Equipment</li> <li>Oxnard Police Department</li> <li>Oxnard Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>School Administration</li> <li>Teachers</li> <li>SRO</li> </ul>	<ul style="list-style-type: none"> <li>Log of Monthly Drills</li> <li>Agendas/Sign-In Sheets</li> </ul>
The site will have available adequate emergency equipment	<ul style="list-style-type: none"> <li>The site's Safety Committee will conduct a yearly Inventory of Emergency Equipment</li> <li>The site will have adequate two way working radios.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Equipment</li> <li>Oxnard Police Department</li> <li>Oxnard Fire Department</li> </ul>	-Custodian/School Administration	-Checklist of supplies on site/needed supplies
Teachers and staff will be knowledgeable about their roles in case of an emergency.	<ul style="list-style-type: none"> <li>Administration will discuss the School's Safety Plan with all teachers.</li> <li>The school's Resource Officer (SRO) and Site Administration will train all staff in Emergency Procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Equipment</li> <li>Oxnard Police Department</li> <li>Oxnard Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>School Administration</li> <li>SRO</li> </ul>	<ul style="list-style-type: none"> <li>Staff Meeting Agendas</li> <li>Professional Development Logs</li> </ul>
Students will know what to do in case of an emergency situation.	<ul style="list-style-type: none"> <li>Students will participate in fire drills, lock-down drills, school evacuation drills and bi-monthly earthquake drills.</li> <li>Students will participate in Safety Assemblies at least twice a year.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Equipment</li> <li>Oxnard Police Department</li> <li>Oxnard Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>School Administration</li> <li>Teacher's</li> <li>SRO</li> </ul>	<ul style="list-style-type: none"> <li>Log of Monthly Drills</li> <li>Agendas/Sign-In Sheets</li> </ul>

## **(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

### **Juan Lagunas Soria Elementary School Student Conduct Code**

Student conduct which prevents students from learning or teachers from teaching, will not be tolerated. We have established clear consequences for behavior that interferes with learning and rewards for positive behavior, to help all students maintain acceptable personal conduct. We provide classroom instruction in personal and social skills, incorporating the teaching of school rules and making wise choices in prevention of discipline incidents. Students learn that when they violate a school or classroom standard, a consequence will result. Disruptive, disrespectful behavior or harassment will not be tolerated. Students are not to endanger others, continually disregard rules or repeatedly interfere with others' right to learn.

### **Conduct Code Procedures**

The school rules and procedures were developed and adopted in accordance with California education code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety. The school uses a proactive and positive approach to management of student behavior with clear expectations and structures in place in classrooms and common areas.

### **GOALS**

We want our students to develop a sense of values and to become responsible productive members of society.

### **BELIEFS**

We believe our rules and procedures will:

- Provide a starting point for behavior and conduct expected.
- Provide a framework of expectations, rewards and consequences so we can be consistent and fair in disciplining students. Promote overall school safety and security for each student.
- Demonstrate our agreement and commitment to developing self-disciplined and responsible youth.
- Provide opportunities for students and parents to participate with school faculty, staff and administration in ensuring the highest possible instructional climate.
- Promote knowledge and teach behavior which will help each student become self-respecting, successful and contributing adults.

### **PHILOSOPHY**

A student's education is dependent upon a "team" effort involving the student, parents and school personnel. Each member of the team has specific responsibilities which must be met if the educational experience is to have the greatest positive results. Students, parents and teachers are encouraged to maintain an ongoing dialogue about the standards for personal conduct in relation to life at school. We want to be an extraordinary place of safety and positive opportunity for everyone.

### **School Rules and Procedures Implementation Responsibilities**

#### **Expectations:**

- Basic rules are reviewed with students by classroom teachers at the beginning of each year.
- Basic school rules are sent home each year, in written form, for parental review.
- Students will be held responsible for their conduct.
- Parents will be responsible for providing and supporting an environment that is conducive to their child's/children's success.
- Teachers will cooperate with other staff in enforcing school rules and helping students understand the benefits of choosing behavior that shows respect for other people and property.
- The principal will establish and enforce rules that conform to district procedures and foster safety and good citizenship.

#### **Expectations of Students**

- I will eat breakfast, arrive at school on time, be prepared to work, complete all assignments to the best of my ability, be respectful of others and their opportunity to learn.
- I will be responsible for my own behavior; that means following the classroom, school, and playground rules.
- I will follow the schools uniform/dress code policy.
- I will take care of all school materials, property and facilities.

- I will participate in extra learning opportunities as requested.

#### Expectations for Parents

- I will support the school's and district's homework, discipline, attendance, and uniform/dress code policies.
- I will spend at least 30 minutes daily in reading or study activities with my child & encourage him/her to complete their homework by providing a quiet place/time for study.
- I will make sure my child arrives to school on time, gets adequate sleep and has a healthy diet.
- I will attend at least one school evening function and parent conferences as requested.
- I will ensure that my child participates in academic interventions and support programs if my child is below grade level in reading, writing and/or math.

#### Expectation for Teachers

- I will teach a standards based instructional program and assign appropriate homework.
- I will provide instruction and assistance to address the individual needs of your child.
- I will communicate with you regularly regarding your child's progress and coordinate needed intervention.
- I will participate in providing a safe, positive and healthy learning environment for your child.
- I will participate in professional development to increase my teaching expertise.

#### Expectations for Administrators

- I will assure that all students will have equal access to a standards based curriculum.
- I will utilize all available resources to provide a safe, clean and healthy school environment.
- I will foster a climate of open and frequent communication between the home and school.
- I will promote the appreciation and value of language and cultural diversity.
- I will monitor program implementation and student results of the standards based curriculum.

#### Students May Be Disciplined for the Following Reasons:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (3) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

#### The following three (3) violations apply to pupils in grades 4 through 12:

- E.C. 48900.2 Committed sexual harassment as defined in section 212.5 of the California Education Code.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils.

#### GROUNDS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion for committing any of the acts listed below:

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
(2) Willfully used force or violence upon the person of another, except in self-defense.
  - b) Possessed, sold, or furnished any firearm, knife, dangerous object or explosive.
  - c) Possessed, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
  - d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcohol, intoxicant, or representation of items thereof..
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or tobacco products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Offered, possessed, arranged or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or otherwise willfully defied the valid authority
  - l) Knowingly received stolen school property or private property.
  - m) Possessed an imitation firearm.
  - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
  - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
  - s) Aided or abetted the infliction or attempted infliction of physical injury.
- E.C. 48900.5 Pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- E.C. 48900.7 Pupil has made terrorist threats against school officials or school property, or both.

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- E.C. 48900.4 Engaged in harassment, threats, or intimidation against school district personnel or pupils

#### Expulsion Recommendations – Education Code

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

- (a)(1) Causing serious physical injury to another person, except in self-defense.
- (a)(2) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

#### MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

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

Upon finding that the student committed any of these acts, the Board shall expel the student.

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



Note: Students may be disciplined for acts related to school activities or attendance which occur at any time including:

- While on school grounds
- While going to or coming from school
- During, or going to or coming from, a school sponsored activity

#### Consequences

After rules are taught, student may be counseled by their teacher, aide or principal for a first and second infraction. Parents may be notified in writing and/or telephone call for repeated infractions, by the student's teacher and/or principal. After counseling, students will lose privileges and may receive detentions for repeated infractions. Continued infractions may require a parent conference with the student's teacher and/or principal. Serious infractions may result in immediate suspension and/or recommendation for expulsion for the student.

#### Positive Reinforcement

The site is using a proactive approach through Positive Behavior Interventions (PBIS) to establish the behavioral supports needed for all students to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

- CHAMPS/Foundations
- Second Step Curriculum
- Social Skills Groups
- Assemblies
- One on One Counseling
- Referrals to Outside Agencies

#### Incentives are Used to Promote Exemplary Student Conduct

- Shining Stars
- Aztec Gold
- Assemblies

#### Evaluation and Feedback Methods

Attendance, office referrals, suspension and expulsion data is reviewed by all stakeholders on a regular basis to evaluate and inform current procedures and practices.

### **(J) Hate Crime Reporting Procedures and Policies**

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the teacher and Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation. Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

## **Safety Plan Review, Evaluation and Amendment Procedures**

A Safety Committee is created every school year. The purpose of the committee is to review the Safety Plan on a continual basis and make any necessary changes and adjustments in order to ensure the safety of students and staff members. The committee meets on a monthly basis to review and make any necessary recommendations and changes. All changes are brought to the attention of the entire staff and stakeholders at meetings. The plan is reviewed in January, approved by the SSC, and updated on March 1st.

**Safety Plan Appendices**

## Emergency Contact Numbers

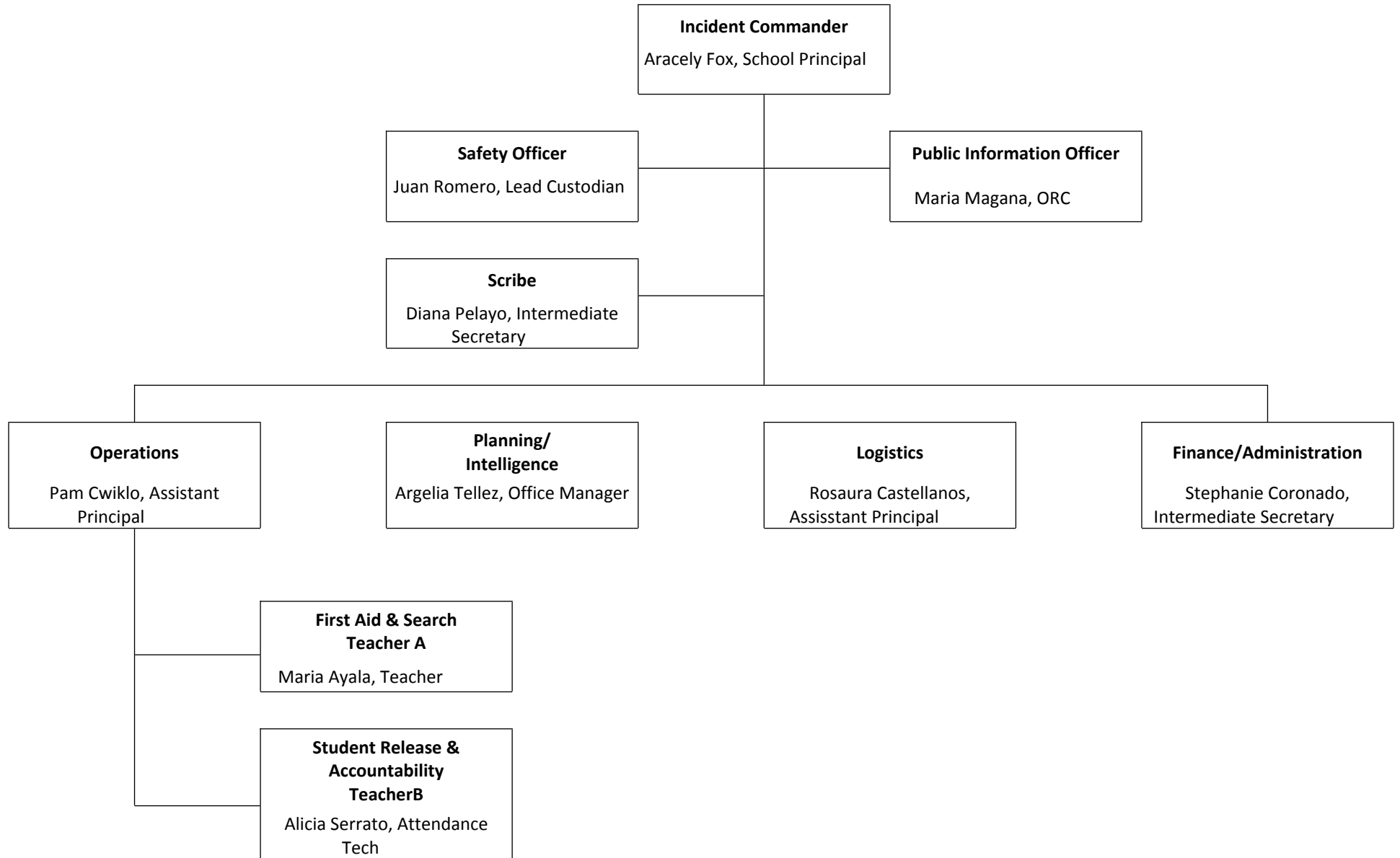
### Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Ventura County Sheriff's Department	911	
Law Enforcement/Fire/Paramedic	Police Department	911 from a land line; 486-1663 from cell phone	
Law Enforcement/Fire/Paramedic	Fire/Paramedic Emergency	911	
Law Enforcement/Fire/Paramedic	Ventura County Children & Family Services	654-3200	Human Resources Department
Public Utilities	Southern California Edison	1-800-655-4555 - 0	
Public Utilities	Southern California Gas	1(800) 427-2200 - 1	
Public Utilities	Telephone Repair	611	
Local Hospitals	St. Johns Hospital	988-2500	
Local Hospitals	Ventura County Medical Center	652-6000	
Local Hospitals	Community Memorial Hospital	652-5011	

## Safety Plan Review, Evaluation and Amendment Procedures

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Meet with Safety Committee	January 6, 2017	Agenda/ Sign-In Sheet
Safety Committee will Replenish and Organize Safety Materials	January 6, 2017	Agenda/ Sign-In Sheet
Review Safety Plan with Staff	January 10, 2017	Agenda/ Sign-In Sheet
Review and Approval of the Safety Plan by SSC	January 24, 2017	Agenda/ Sign-In Sheet
Review Safety Plan with ELAC	February 3, 2017	Agenda/ Sign-In Sheet
Parent Meeting to Review Safety Plan and Procedures	January 11, 2017	Agenda/ Sign-In Sheet
Parent School Safety Brochure Sent Home to all Parents/Guardians	February, 2017	Agenda/ Sign-In Sheet
Student Assemblies to inform students of Safety Procedures	February 2017	Weekly School Bulletin/Power Point Presentation
Safety Meeting Committee and Fire Marshall to Review Plan	March 2017	Agenda/ Sign-In Sheet
Meet with Safety Committee to review the School's Safety Plan	April 2017	Agenda/ Sign-In Sheet

**Juan Lagunas Soria Elementary School Incident Command System**



## **Incident Command Team Responsibilities**

### **Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

#### **Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

#### **Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

#### **Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

#### **Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

#### **Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

## **Emergency Response Guidelines**

### **Step One: Identify the Type of Emergency**

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures and should consider modifications as necessary to ensure the health and safety of all personnel during an emergency. These might include: Earthquake, Hazardous materials, Flooding, Fire, Dam Failure, Transportation Incident (Air, Train, Truck), School Violence, Terrorism, Tsunami, and Public Health Emergency.

### **Step Two: Identify the Level of Emergency**

OSD emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

Level 1 is a minor incident that is quickly resolved and internal resources or limited help. The District will maintain normal staffing and reporting protocols. At this operational level, the environment is monitored for changes.

Level 2 is a more significant emergency that impacts district buildings and or school sites. For level 2 the Emergency Operations Plan is activated. The EOC will be activated but only those functions that are needed to coordinate and support emergency operations will be activated. The EOC Director will determine the magnitude of the emergency and coordinate its resolution or, if the emergency continues to develop, a Level 3 response will be activated. Other key staff may be alerted, depending on the nature of the emergency.

Level 3 is a disaster that involves the entire District, school sites and the surrounding community. At Level 3, the EOP is activated, and the entire District Emergency management organization is activated.

### **Step Three: Determine the Immediate Response Action**

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Immediate action responses may include: Drop cover and hold, Shelter in place, Lock down, Campus Evacuation, Off Campus Evacuation, and/or All Clear.

### **Step Four: Communicate the Appropriate Response Action**

Based on the Emergency, we would activate members of the Emergency Incident Command System.

Pending level of Emergency communication locally is reported to parents by the Connect Ed telephone system. Significant Emergencies are then reported by the District. OSD reports and notifications are to be made to the Ventura County Operational Area via the City of Oxnard and those directives that are currently in place through the SIMS and NIMS plan.



## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

1. Call 911 to report the crash. Designate whether private or commercial.
2. Notify the District Office.
3. Establish a Command Post and activate the Incident Command System
4. Determine if any staff or students are in immediate danger. If necessary, evacuate to primary/secondary locations away from the crash site. All others are to remain at their assigned locations.
5. Render first aid as necessary.
6. Take roll and report results to the incident command center.
7. Assist emergency responders and coordinate activities accordingly.
8. Once civil/military responders have taken charge of the accident area, coordinate the release of students (if necessary) with the District Office.

### **Animal Disturbance**

Assess level of danger. If extremely dangerous call 911. All other cases call Animal Control and/or OPD

### **Armed Assault on Campus**

1. Call 911
2. Institute Lockdown - Priority 1 procedures
3. Remain on Lockdown until "All Clear" is instituted by police.

### **Biological or Chemical Release**

1. If you are notified of potentially hazardous release or accident, notify the Superintendent immediately.
2. Render first aid as necessary.
3. Establish a Command Post and implement the Incident Command System.
4. The decision to evacuate the site will be made by the Superintendent based on the recommendations of the principal and/or by competent civil authority.
5. If an evacuation order is imminent, move students and staff to a designated evacuation/shelter area. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
6. Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
  - 1) Direct all students and staff to remain indoors.
  - 2) Direct all heating and ventilation systems to be shut down.
  - 3) Direct that all windows be closed.

### **Bomb Threat/ Threat Of violence**

1. The receiving person should attempt to keep the caller on the line, while communicating to nearby personnel that there is a bomb threat. (This person will complete the form entitled "Bomb Threat Report" (See form following).
2. Contact the police and the District Office.
3. Administrators will call for an evacuation and establish a command post.
4. DO NOT use radios or cellular telephones.
5. An organized search of the campus will be conducted under the direction of the law enforcement agencies/principal.
6. Activate the Incident Command System; Hazard Control Unit.
7. In the event that a suspicious object is located, all personnel should be kept clear of the area until law enforcement agencies have evaluated the conditions.
8. Return to your normal routine only when the principal and the law enforcement agencies/principal give the all clear to return back to school/classes.

## **Bus Disaster**

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school.

This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

### **Procedure**

#### **Scenario 1 – Earthquake**

1. Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
2. The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
3. The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
4. The bus driver should check students for any injuries and provide first aid, as appropriate.
5. In the event the bus is disabled, the driver and students should stay in place until help arrives.
6. The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
7. The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
8. If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
9. If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
10. The bus driver is responsible for all students who board the bus throughout the emergency.

#### **Scenario 2 – Serious Accident or Bus Fire**

1. The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
2. In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
3. The bus driver will immediately call 9-1-1 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
4. The bus driver should check students for injuries and provide appropriate first aid.
5. The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
6. The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
7. The bus driver is responsible for accounting for all students throughout the emergency.

## **Disorderly Conduct**

1. Consult with the Police Department and the District to coordinate appropriate protection.
2. Establish a Command Post and an Incident Command System. Notify the Superintendent (805) 487-3918.

3. Inform teachers and staff of the emergency situation. If necessary, signal a "Lockdown".
4. Do not release staff or students without authorization.
5. Screen all persons entering campus. A government issued picture ID (IE: drivers license) will be required.
6. All students and staff are to remain in their respective classrooms and work areas.
7. Lock all doors and windows and close all window blinds or curtains.
8. Avoid window areas.
9. When the emergency is over, signal all clear.

## **Earthquake**

### **A. INSIDE SCHOOL BUILDING:**

1. The teacher, or staff member in authority, will implement action, "DUCK – COVER AND HOLD." Stay inside building until the shaking stops.
2. Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
3. Do not use telephones.
4. Implement action, "LEAVE BUILDING" (long bell), when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
5. Avoid touching electrical wires and metal objects such as chain link fences.
6. Render first aid if necessary.
7. Take roll and report missing students to principal.
8. The principal/designee is to establish a command post, assess damage, activate search team and activate the incident command system.
9. Activate a buddy system; determine needs of neighboring schools.
10. Principal to request assistance through school district channels.
11. Notify the District Emergency Operations Center of any breaks in utility lines.
12. The superintendent/designee will determine the advisability of closing the school, based on the report of the principal.

### **B. IF OUTSIDE:**

1. Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
2. The safest place is in the open. Stay there until the earthquake is over.
3. Follow procedures 5 through 12 under "Inside School Building."

### **C. WALKING TO AND FROM SCHOOL:**

1. The safest place is in the open. Stay there.
2. Move away from buildings, utility poles, signs, trees, metal fences and exposed wires.
3. DO NOT RUN! Do "DROP – TAKE COVER."
4. After an earthquake, if on your way TO school, continue to school.
5. After an earthquake, if on your way FROM school, continue home.

### **D. ON SCHOOL BUS:**

1. If possible, the bus driver will pull to the side of the road away from any buildings, poles, and large trees issue command "DROP – TAKE COVER."
2. Turn off ignition and set brakes.
3. Wait until the earthquake is over.
4. If possible, contact dispatch office by radio for instructions.

### **E. HANDICAPPED STUDENTS:**

1. Students with handicap conditions may need special assistance and instruction regarding falling debris. Additional drills may be needed to make certain the procedures are mastered.
2. Each handicapped student's needs should be assessed in relation to the possibility of a disaster and his/her preparedness.

## **Explosion or Risk Of Explosion**

1. DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.

2. If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by competent authority.
3. If necessary, move to primary/secondary evacuation locations outside the building and away from the location of the explosion.
4. Render first aid as necessary.
5. Notify authorities (911) and the Superintendent.
6. Activate the Incident Command System.
7. Teachers are to take roll and report missing students to the office.
8. If possible to fight small fires without endangering life, do so.
9. If necessary, notify utility companies of any breaks in their lines.

### **Fire in Surrounding Area**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

### **Fire on School Grounds**

#### **A. INITIAL RESPONSE:**

1. Sound the school alarm and evacuate building.
2. Notify the fire department by dialing 911.
3. Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
4. Assist disabled during the evacuation.
5. Render first aid as necessary.
6. Check all bathrooms and training rooms for staff and students.
7. If it is possible for adults to fight small fires (no bigger than a desk) without endangering life and/or causing injury, do so.
8. Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
9. Keep access roads open for emergency vehicles.
10. Teachers should take roll and report missing students to the office. No one should leave the area until instructed to do so.
11. Notify the Superintendent.
12. The principal will recommend to the superintendent whether further action such as the EVACUATION OF SCHOOL should be implemented.
13. Notify utility companies of a break or suspected break in their lines.
14. After a serious fire, fire department officials and maintenance personnel should determine whether the building is safe before student and staff return.
15. In the event of a fire near the school, the principal shall determine what action is appropriate and notify the Superintendent.

## **Flooding**

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a civil agency (police or fire). If access to the Internet is available, the national weather service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Establish a Command Post and communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe
- 4) Move students to pre-designated assembly areas if an evacuation is ordered.
- 5) Teachers are to take roll, complete Disaster Report, and report all missing students to the office.
- 6) The principal may initiate the following emergency actions:
  - Dismiss school.
  - Leave campus and move to a safe place

## **Loss or Failure Of Utilities**

1. Notify the appropriate utility company and the District Office.
2. Determine if any power, sewer, gas or water lines are down or ruptured on or adjacent to the campus. If so, activate the Incident Command System.
3. Determine if an evacuation is necessary.
4. Use emergency lighting (flashlights) and open window shades to provide as much light as possible.
5. Should the utility failure be for an extended period, make recommendations to and coordinate activities with the District Office.

## **Motor Vehicle Crash**

1. Call 911 to report the crash.
2. Evaluate situation start first aid where possible
3. Notify the District Office
4. Establish a command post as needed
5. Determine if any staff or students are in immediate danger. If necessary evacuate location to move away from crash.
6. Consult with District Office and Emergency personnel for further direction and coordinate activity as needed.

## **Psychological Trauma**

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

Specific procedures relating to crisis management can be found in the Oxnard School District – School Crisis Intervention Team Manual.

## **Procedure**

1. The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The District Superintendent will determine whether a District EOC activation is necessary to support school site Crisis Intervention Team operations.
3. The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
4. The Crisis Intervention Team will provide direct intervention services for students and staff.

5. The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.

6. The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

### **Suspected Contamination of Food or Water**

The following procedure should be followed if any school staff member reports suspected contamination of food or water. This procedure applies where there is evidence of tampering with food or packaging, observation of suspicious individuals in proximity to food or water supplies, or if the school is notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, or taste, and/or multiple persons with unexplained nausea, vomiting, or other illnesses.

#### **Procedure**

1. Upon indication of suspected contamination, the School Administrator will work with appropriate school staff to isolate the suspected food/water. Access should be restricted to the contaminated area to prevent consumption of food/water.
2. The School Administrator should call 9-1-1, District Superintendent, Child Nutrition Services and Ventura County Public Health .
3. District Superintendent will determine whether a District EOC activation is necessary to support school site operations.
4. School medical personnel should assess the need for medical attention and provide first aid, as appropriate.
5. The School Administrator and school staff will make a list of all potentially affected students and staff along with their symptoms, the food/water suspected to be contaminated, and the quantity and description of products consumed. The list should be provided to responding authorities.
6. The School Administrator should work with local authorities and District Superintendent to determine necessary follow-up actions, including the need to notify other potentially affected schools in the District.
7. The School Administrator and District Superintendent will work with Ventura County Public Health to determine when normal school operations can resume.
8. The School Administrator will ensure that parents are notified of the incident, as appropriate.

### **Unlawful Demonstration or Walkout**

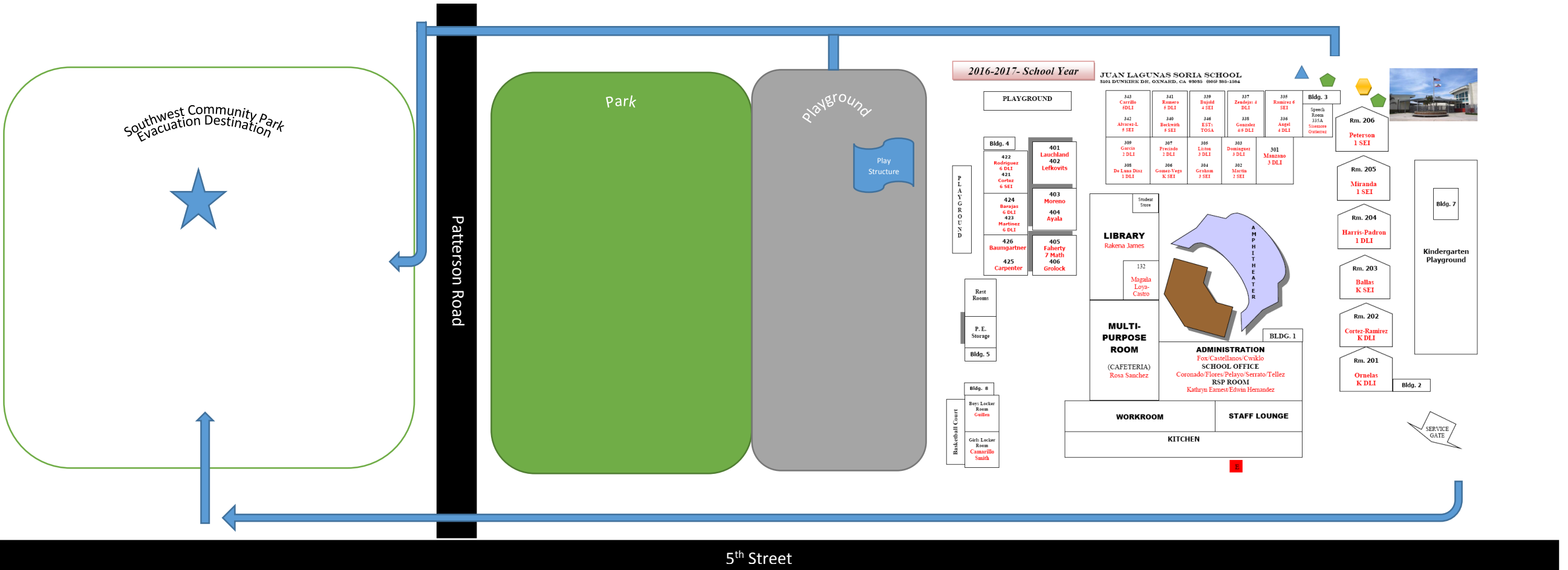
The administrator will contact the District Superintendent for direction.

## Emergency Evacuation Map

- \*Building 1 & 2 – Exit through the front of the school, walk on 5<sup>th</sup> Street sidewalk toward Southwest Community Park, evacuation site
- \*Building 3 – Exit through the Dunkirk Gate by the flag pole, and walk toward the Southwest Community Park, evacuation site
- \*Building 4-6, 8 - Exit through the Dunkirk Gate by the blacktop exit, and walk toward the Southwest Community Park, evacuation site

**Legend**

- Electrical Panel (Red)
- Gas Shut Off
- Irrigation Water Shut Off
- Domestic Water Shut Off



Juan Soria School Evacuation Map to Southwest Community Park





OSD BOARD AGENDA ITEM

Name of Contributor: **Dr. Jesus Vaca**

Date of Meeting: **February 15, 2017**

- A. Preliminary \_\_\_\_\_  
Study Session \_\_\_\_\_  
Report \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda \_\_\_\_\_  
Agreement Category:  
    \_\_\_ Academic  
    \_\_\_ Enrichment  
    \_\_\_ Special Education  
    \_\_\_ Support Services  
    \_\_\_ Personnel  
    \_\_\_ Legal  
    \_\_\_ Facilities
- D. Action Items              X
- E. Approval of Minutes \_\_\_\_\_
- F. Board Policies        1<sup>st</sup> Reading \_\_\_\_\_    2<sup>nd</sup> Reading \_\_\_\_\_

**REDUCTION IN FORCE: REDUCTION OF SERVICES (Vaca)**

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**DESCRIPTION OF AGENDA ITEM:**

Education Code states that the District must notice certificated staff no later than March 15 of each year if the District plans or anticipates possible reductions in personnel. Based on the Magnet Schools Assistance Program (MSAP) Grant ending, District staff has determined that the certificated services listed below must be reduced in the following service areas and specified quantity of FTEs. In addition, the specified quantity of FTEs must be eliminated no later than the beginning of the 2017-2018 school year.

<b>Kind of Service</b>	<b>Full-Time Equivalent</b>
Magnet Schools Assistance Program (MSAP) Project Director	1.0
Site Coordinator – MSAP Grant funded	2.0
Technology Teacher on Special Assignment (TOSA) – MSAP Grant funded	2.0
<b>Total FTEs</b>	<b>5.0</b>

District staff has prepared a resolution that must be adopted to authorize the reduction of certificated services in the specified service areas and amounts. Employees will be laid off in reverse order of seniority, with all probationary employees being deemed less senior than permanent employees. The resolution includes tiebreaking criteria to establish an order of

seniority among employees sharing the same seniority date, and “skipping” criteria to retain employees teaching certain subjects critical to the District regardless of seniority.

The tiebreaking criteria are the same as the criteria adopted by the Board for the certificated layoffs in 2012 and 2013.

Following approval of the resolution, by March 15, staff will identify the most junior employees in each of the service areas; identify any other assignments from which those employees might “bump” less senior employees, and mail notices of intent to lay off each of the affected employees. The Board will be advised of the names of the affected employees before March 15.

**FISCAL IMPACT:**

None, as the grant is ending.

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt the Reduction in Force, due to the ending of the MSAP Grant.

**ADDITIONAL MATERIAL(S):**

- Resolution No.: 16-25 re: Reduction or Discontinuance of Particular Kinds of Service

**GOAL(S):**

**DISTRICT GOAL ONE:** *All Students Will Achieve High Academic Standards in a Nurturing, Creative and Technology Rich Learning Environment that Prepares Students For College and Career Opportunities.*

**BEFORE THE BOARD OF EDUCATION OF THE  
OXNARD SCHOOL DISTRICT**

**RESOLUTION NO.: 16-25**

**REDUCTION OR DISCONTINUANCE  
OF PARTICULAR KINDS OF SERVICE  
(EDUCATION CODE §§ 44949 and 44955)**

RESOLUTION # 16-25

WHEREAS, the Superintendent of the Oxnard School District (“District”), has determined that it is in the best interest of the District, and the welfare of the students thereof, to reduce or discontinue certain particular kinds of services, hereinafter enumerated, and has recommended to the District’s Governing Board (“Board”) that the District reduce particular kinds of service no later than the beginning of the 2017-2018 school year; and

WHEREAS, the recommendation includes the assessment that it shall be necessary to reduce the following particular kinds of service of the District no later than the beginning of the 2017-2018 school year:

<b>Kind of Service</b>	<b>Full-Time Equivalent Positions (FTEs)</b>
Magnet Schools Assistance Program (MSAP) Project Director	1.0
Site Coordinator: MSAP grant funded	2.0
Technology Teacher on Special Assignment (TOSA): MSAP grant funded	2.0
<b>Total FTEs</b>	<b>5.0</b>

AND WHEREAS, the Governing Board is required by law to give notice, by March 15, 2017, to all certificated employees affected by any decision to reduce or eliminate this particular kind of service;

IT IS RESOLVED THAT:

- A. The Board hereby determines to reduce the discontinue services as specified in the recommendation set forth in the recitals above, no later than the beginning of the 2017-2018 school year.
- B. The Board hereby determines that, as the result of the above-stated reduction of particular kinds of service (the “Reduction in Force”), it will be necessary to terminate at the end of the 2016-2017 school year the employment of certificated employees of the District in a quantity and kind equal to the FTEs

specified in the recommendation set forth in the recitals above.

- C. Pursuant to Education Code section 44955(d), the Board hereby determines that there is a specific need at the District for personnel to teach specific courses of study or provide pupil personnel or health services, and to retain certificated employees possessing the special training and experience needed to teach such courses or provide such services that other employees with greater seniority do not possess. The specific needs of the District in this respect are set forth in Exhibit A to this Resolution and are incorporated as though fully set forth herein.
- D. In accordance with California Education Code section 44955(d), the Board hereby determines that the Reduction in Force shall not include any permanent or probationary certificated employee who, by his/her training, experience, and assignment, is described within Exhibit A to this Resolution.
- E. In order to implement this Reduction in Force, it may be necessary to apply tie-breaking criteria to distinguish among certificated employees who first rendered paid probationary service to the District on the same date. Pursuant to Education Code section 44955(b), the Board determines that the order of layoff as between employees who first rendered paid service to the District on the same date shall be established on the basis of the criteria set forth in Exhibit B to this Resolution, which are incorporated as though fully set forth herein.
- F. The criteria set forth in Exhibit B to this Resolution shall also be used to determine the order of reemployment among those certificated employees who first rendered paid probationary service to the District on the same date. The Superintendent, or his designee, has the discretion to determine the appropriate weight of such criteria and the order in which such criteria are most relevant to serve the needs of the District and students in each tie-breaking situation.
- G. In accordance with California Education Code section 44955(b), the District resolves that it will retain employees who are certificated and competent to render services over more senior employees who are not certificated and/or competent to render the same services. "Certificated" shall mean that an employee possesses a credential issued by the California Commission on Teacher Credentialing that authorizes him/her to render instruction or services in the subject matter area in which he/she claims to be entitled to render instruction or services, or has been lawfully exempted or received a waiver from the credential requirement. The criteria set forth in Exhibit C to this Resolution shall be used to determine whether an employee is competent to render services, and such criteria are incorporated as though fully set forth herein.

- H. The Superintendent is directed to send appropriate notices to all employees affected by the above-described reduction of a particular kind of service in accordance with the provisions of the California Education Code, to take all necessary action to implement this Resolution, and to afford the employees all rights to which they are entitled under the law and applicable Collective Bargaining Agreement(s).

This Resolution was adopted at a duly called regular meeting of the Board of Trustees of the Oxnard School District held this **15th day of February, 2017.**

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Ernest Morrison  
President, Board of Trustees  
Oxnard School District

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Debra M. Cordes  
Clerk, Board of Trustees  
Oxnard School District

## Exhibit A

### “SKIPPING” CRITERIA PURSUANT TO EDUCATION CODE SECTION 44955(d)(1)

The District shall retain certificated employees in the particular kind of services identified in Board Resolution #16-25, regardless of their seniority, to the extent one or more of their assignments meet any of the following criteria:

1. Employees with experience and who possess a credential authorizing the teaching of special education classes during at least two of the previous three school years, and are expected to teach one or more special education classes for the District in the 2017-2018 school year.

Employees who meet any of the foregoing criteria for some but not all of their assignment(s) shall be retained only as to that portion of their assignment(s) in 2017-2018 that meets the foregoing criteria.

The Superintendent or designee is authorized to determine which employees qualify to be “skipped” from the Reduction in Force and to determine the manner in which the foregoing criteria shall be applied to each employee.

**Exhibit B**

TIEBREAKING CRITERIA PURSUANT TO EDUCATION CODE SECTION  
44955(b)

Employees sharing the same first date of paid probationary service to the District shall be awarded tiebreaking points on the following basis:

<b>Criterion</b>	<b>Points</b>
Possession of credential(s) authorizing service for the District on March 15, 2017	<b>3</b> for each professional clear <b>2</b> for each preliminary <b>1</b> for each of any other credential
Subject matter authorizations held on March 15, 2017, including supplemental authorizations, on credential(s) authorizing service for the District	<b>1</b> per authorization
Possession of Bilingual Cross-Cultural Language and Development certificate or its equivalent on March 15, 2017	<b>1</b>
Column placement on salary schedule as of March 15, 2017	<b>1</b> per applicable column
Service as BTSA Mentor teacher within 2016-2017 school year and/or two immediately preceding school years	<b>3</b> per school year
Service as Department Chairperson or Instructional Team Leader	<b>1</b>
Possession of a License through the Board of Behavioral Sciences (Educational Psychologist)	<b>3</b>

Employees with a greater number of points shall be considered more senior than employees with a fewer number of points, for purposes of determining order of layoff and order of reemployment.

If application of the foregoing criteria fails to resolve a tie among two or more employees, among the employees who remain tied the employee with the earliest date of issuance of a preliminary or professional clear credential shall be considered the more senior employee. As among employees who remain tied who have never obtained a preliminary or professional clear credential, the employee with the earliest date of

issuance of an intern credential shall be considered the more senior employee. As among employees who remain tied who have never obtained an intern, preliminary, or professional clear credential, the employee with the earliest date of issuance of an emergency or pre-intern credential, provisional intern permit or short-term staff permit shall be considered the more senior employee.

The Superintendent is authorized to develop and apply additional supplemental tiebreaking criteria which the District shall use only in the event that the foregoing criteria do not resolve all ties, and which the District shall apply only to those employees who remain tied after the foregoing criteria have been exhausted.

The Superintendent is authorized to determine the number of tiebreaking points to be awarded to each employee and to determine the manner in which the tiebreaking criteria shall be applied to each employee.



## **Exhibit C**

### COMPETENCY CRITERIA PURSUANT TO EDUCATION CODE SECTION 44955(b)

1. Pursuant to Education Code section 44955(b), “Competent” shall be defined as follows: (1) The employee has actually rendered instruction or services in the subject matter area in which s/he claims to be entitled to render instruction or services in or after the 2002-03 school year, whether for the District or another school district; and (2) the employee possesses a BCLAD, CLAD, SB 1969, or other certificate authorizing him/her to instruct English Learner students.
2. Highly Qualified for purposes of NCLB.



Regular Board Meeting  
December 7, 2016

The Board of Trustees of the Oxnard School District met in regular session at 7:00 p.m. on Wednesday, December 7, 2016, at the Educational Service Center.

CALL TO ORDER

A roll call of the Board was conducted. Present were President Veronica Robles-Solis and Trustees, Debra M. Cordes, Ernest “Mo” Morrison, Denis O’Leary and Albert Duff Sr. Staff members present were District Superintendent Dr. Cesar Morales, Deputy Superintendent Lisa Cline and Assistant Superintendents Robin Freeman and Dr. Jesus Vaca, and executive assistant Sylvia Carabajal.

ROLL CALL

Gavin Rock, 8<sup>th</sup> grader in Ms. Vedernikova’s class, student at Fremont Academy of Environmental Science & Innovative Design, lead the audience in the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Gavin Rock, 8<sup>th</sup> grader in Ms. Vedernikova’s class, student at Fremont Academy of Environmental Science & Innovative Design, read the District’s Vision and Mission Statements in English and Karyn Frost, 8<sup>th</sup> grader in Mr. Crowell’s class read them in Spanish.

DISTRICT’S VISION AND MISSION STATEMENTS

Mr. Gregory Brisbine, Principal at Fremont Academy of Environmental Science & Innovative Design invited the following students and staff to assist with the presentation where they shared their experiences at Fremont Middle School. The students were Gavin, Karyn, Jenna, Elias, Ruby and Ms. Jennifer Farrel, WEB Coordinator and PE Teacher.

PRESENTATION BY FREMONT ACADEMY OF ENVIRONMENTAL SCIENCE & INNOVATIVE DESIGN

President Robles-Solis thanked the students, parents and staff for participating in the board meeting. Dr. Morales thanked the students, parents, teachers and staff for being present at the board meeting.

A.5 On motion by Trustee Cordes, seconded by Trustee Morrison and carried on a roll call vote of 5-0; the Board adopted the agenda, as presented.

ADOPTION OF THE AGENDA

Superintendent Dr. Morales highlighted some of the accomplishments the District had achieved under Mr. Albert G. Duff Sr.’ ten-year tenure. The Board of Trustees thanked Mr. Duff for his services, wished him well on his next ventures, and presented him with a token of appreciation.

RECOGNITION OF OUTGOING TRUSTEE ALBERT G. DUFF SR.

- Carmen Ramirez, Oxnard City Council Member, thanked Mr. Duff for his services and presented him with a Resolution from the City of Oxnard.
- Irma Lopez, Personnel Commissioner, thanked Mr. Duff and Mrs. Mexie Duff for their 36 plus years of services to the community.
- Crittenden Ward, thanked Mr. Duff for his services and presented a resolution from Pastor Dr. Oden Jr. with the Bethel Oxnard Church.

Public Comment:

A.7 Dr. Cesar Morales, District Superintendent administered the Oaths of Office to newly elected Trustee Monica Madrigal Lopez and Trustee Denis O’Leary who was re-elected to the governing board on November 8, 2016.

OATH OF OFFICE

- A.8 The Board of Trustees recessed at 7:48 p.m. until 8:05 p.m. for a short reception in honor of the outgoing Board Member Albert Duff Sr.; and welcome the newly elected Board Member Monica Madrigal Lopez and re-elected Board Member Denis O’Leary. (Recess)
- A.9 The Board of Trustees officially assumed their seats on the governing board. Trustee Monica Madrigal Lopez thanked everyone for the support and opportunity for a chance to serve the community. Trustee Denis O’Leary thanked his wife and sons, the voters, community, and labor organizations for the privilege to work for the community. (Assume Seats)
- A.10 Dr. Morales recognized President Robles-Solis’ services to the Board of Trustees as President for the 2015-2016 school year and presented her with a token of appreciation. Trustee Robles-Solis stated it was a pleasure to work with the Members of the Board for the past two years, staff and parents of the Oxnard School District. RECOGNITION OF OUTGOING PRESIDENT ROBLES-SOLIS
- This being the time and date noticed for Organization of the Board, President Robles-Solis opened the floor for nominations for President of the Board for the 2016-2017 school year. ORGANIZATION OF THE BOARD
- Trustee Cordes nominated Trustee Morrison as President of the Board, Trustee Morrison accepted and seconded the motion. There being no further nominations, the floor was closed and Trustee Morrison was elected as President of the Board on a 5-0 roll call vote. (Election of the President) Motion #16-48
- President Robles-Solis opened the floor for nominations for Clerk of the Board for the 2016-2017 school year. (Election of the Clerk)
- Trustee Robles-Solis nominated Trustee Cordes as Clerk of the Board, Trustee Morrison seconded the motion. There being no further nominations, the floor was closed and Trustee Cordes was elected as Clerk of the Board on a 5-0 roll call vote. Motion #16-49
- A.11 The Board of Trustees recessed at 8:15 p.m. until 8:27 p.m. for a short reception to honor the outgoing Board President and Clerk and incoming Board President and Clerk. (Recess)
- A.12 The Board of Trustees officially assumed their seats at the direction of the newly appointed Board President. (New Board Assume Seats)
- A.13 The Board discussed the options of changing the meeting dates or time of board meetings for January through December 2017. Following discussion, on motion by Trustee Cordes, seconded by Trustee Robles-Solis and carried on a roll call vote of 5-0; the Board approved the schedule as presented. SCHEDULE OF BOARD MEETINGS FOR 2017 (Motion #16-50)
- A.14 The Board of Trustees selected from among its members a representative to the following committees: APPOINTMENT/ REAPPOINTMENT OF BOARD REPRESENTATIVES TO DISTRICT COMMITTEES
- Ventura County Committee on School District Organizations, to vote in the election of members to this committee:
    - 2016 Rep: Trustee Morrison
    - 2017 Appointee: Trustee Morrison

On motion by Trustee Cordes, seconded by Trustee Robles-Solis and carried on a roll call vote of 5-0, the Board of Trustees approved the appointment of Trustee Morrison as board representative to the Ventura County Committee on School District Organization.

(Motion #16-51)

➤ Budget Advisory Committee

2016 Rep: Trustee O’Leary, Alt: Trustee Morrison

2017 Appointee: Trustee O’Leary, Alt: Madrigal Lopez

On motion by Trustee O’Leary, seconded by Trustee Cordes and carried on a roll call vote of 5-0; the Board of Trustees approved the appointment of Trustee O’Leary as board representative and Trustee Madrigal Lopez as board alternate to the Budget Advisory Committee.

(Motion #16-52)

A.15 On motion by Trustee Robles-Solis, seconded by Trustee O’Leary and carried on a roll call vote of 5-0; the Board of Trustees appointed Trustee Cordes as the Board Member representative, and appointed Pam Morrison as the Retiree Representative to the Oxnard School District Employee Health and Welfare Benefits Trust.

ANNUAL  
APPOINTMENT/  
REAPPOINTMENT OF  
TRUSTEES FOR THE OSD  
HEALTH & WELFARE  
BENEFITS TRUST  
(Motion #16-53)

A.16 On motion by Trustee Robles-Solis, seconded by Trustee Cordes and carried on a roll call vote of 5-0; the Board of Trustees adopted Resolution #16-18 In Appreciation To the Oxnard Chamber of Commerce. The Board read into record and presented the resolution to Mr. Fred Ferro, Chair of the Board of Directors of the Oxnard Chamber and Ms. Nancy Lindholm, President/CEO of the Oxnard Chamber.

RESOLUTION #16-18 IN  
APPRECIATION TO THE  
OXNARD CHAMBER OF  
COMMERCE  
(Motion #16-54)

A.17 Dr. Morales introduced Dr. Marlene Batista, the new Director of English Learner Services.

INTRODUCTION OF NEW  
ADMINSTRATOR

A.18 Mr. Ernesto Flores, President of CFW, introduced his team of presenters John Greenlee, Jeremy Cogan and Janet Kliegl. Mr. Flores informed the Board that the District’s Facilities Program integrates the adopted Facilities Master Plan of 2012, Facilities Implementation Program of 2013, and Master Construct Program of 2016. They presented Facilities Summary Schedule, Phase I, II, III and IV Master Budget & Schedule and next steps and recommendations.

PRESENTATION OF THE  
DECEMBER 2016 SEMI-  
ANNUAL  
IMPLEMENTATION  
PROGRAM UPDATE AS  
AN ADJUSTMENT TO  
THE FACILITIES  
IMPLEMENTAITON  
PROGRAM

Following discussion, Mr. Flores informed the Board the Program would be on the January 2017 board agenda for approval.

B.1 Clerk Cordes read the Rules For Individual Presentations in English and in Spanish.

RULES FOR  
PRESENTATIONS

The following individuals addressed the Board of Trustees:

PUBLIC COMMENT

- Mitzi Majeski, 1<sup>st</sup> grade teacher at Elm School, concerns with the newly proposed Elm School Building Reconstruction will have fewer classrooms and less storage;
- Carolanne Monis, TOSA at Elm, concerns with the newly proposed Elm School Building Reconstruction no space for RSP intervention, no storage for special education intervention;

- Christine Finney, 4<sup>th</sup> grade teacher at Elm School, concerns proposed to the reconstruction has fewer classrooms, no room for growth and smaller than school built in 1948, requested more information and clarification;
- Maleny Magana, 4<sup>th</sup> grade teacher at Elm, concerned that the district is using the Harrington model which is much smaller than the Driffill model, the district should be looking into a larger school;
- Daniel Chavez Jr., concerned citizen, concerned with the comments made by the teachers from Elm School, suggested the District work with the Oxnard City Council;
- Irma Lopez, Personnel Commissioner, congratulated Denis O’Leary for his re-election, congratulated and welcomed Monica Madrigal Lopez and her family, thanked outgoing president Veronica Robles-Solis for her commitment and congratulated Trustees Morrison and Cordes for the new year.

B.2 This being the time and dated noticed, President Morrison opened the public hearing to Sunshine the Oxnard School District’s and the California School Employees Association’s initial proposals for negotiations for the 2016-2017 school year, pursuant to Government Code Section 3547. The parties plan to negotiate the following articles:

▪ Article 9:	Pay Allowances
▪ Article 13:	Health and Welfare Benefits
▪ Article 14:	Annual Work Calendar and Holidays
▪ Article 15:	Vacation Plan
▪ Article 16:	Leaves
▪ Article 17:	Transfers

Dr. Vaca, Assistant Superintendent, Human Resources & Support Services provided a brief summary. There being no comments, President Morrison closed the public hearing. Following discussion, on motion by Trustee Robles-Solis, seconded by Trustee Cordes and carried on a roll call vote of 5-0, the Board of Trustees authorized the District to enter into contract negotiations for the 2016-2017 school year and additional years as may be mutually agreed upon by the parties.

B.3 This being the time and date noticed, President Morrison opened the public to receive public comment regarding the District’s Intent To Seek a Waiver of the Bonding Capacity Limitation.

Ms. Lisa Cline, Deputy Superintendent, Business & Fiscal Services introduced Mr. John Greenlee of Caldwell Flores Winters, Inc., who provided a brief summary. There being no comments, President Morrison closed the public hearing and informed the Board the item would be presented for the Board’s action under Item D.5 later in the meeting.

PUBLIC HEARING:  
REGARDING TO SUNSHIRE  
THE CALIFORNIA SCHOOL  
EMPLOYEES  
ASSOCIATION’S (CSEA)  
AND THE OXNARD  
SCHOOL DISTRICT’S  
(DISTRICT) INITIAL  
PROPOSALS FOR 2016-17  
NEGOTIATIONS,  
PURSUANT TO  
GOVERNMENT CODE  
SECTION 3547

(Motion #16-55)

PUBLIC HEARING:  
CONCERNING A REQUEST  
FOR WAIVER OF THE  
BONDING CAPACITY  
LIMITATION OF THE  
OXNARD SCHOOL  
DISTRICT FOLLOWED BY  
CONSIDERATION OF A  
RESOLUTION  
AUTHORIZING  
SUBMISSION TO THE  
STATE BOARD OF  
EDUCATION OF A  
REQUEST FOR WAIVER

The following items on the consent agenda were approved on motion by Trustee O’Leary seconded by Trustee Cordes, and carried on a roll call vote of 5-0, as presented.

CONSENT AGENDA  
(Motion #16-56)

C.1 Accepted donation of \$500.00 from John Avalos to Brekke School for their Accelerated Reading Program.

(Acceptance of Gifts)

C.2 Approved the following agreements:

(Approval of Agreements)

Academic:

- Amendment #1 to Agreement #16-53 with Ventura County Children and Families First Commission (VCCFFC) to operate the Oxnard NfL program and provide Early Learning and Family Strengthening services to families of young children prenatal – 5 years of age; July 1, 2016 through June 30, 2019, no change to the budget for fiscal year 2016-2017;
- Addendum #1 to Agreement/MOU #16-58 with Ventura County Office of Education to provide additional professional development to staff in OSD for 2016-2017 school year; original cost was \$47,933.60, addendum #1 is for \$14,053.00, for a total cost of \$61,986.60, to be paid with Title I Funds;

Enrichment:

- #16-188 with United Boys & Girls Clubs of Santa Barbara County – Camp Whittier, for 69 6<sup>th</sup> graders from Chavez School to participate in an overnight instructional program of outdoor science curriculum, December 12-15, 2016; cost is \$250.00 per student, \$160.00 per district staff member/chaperone, total to include insurance and round-trip bus transportation; amount not to exceed \$20,300.00, to be paid with Donation Funds;

Special Education:

- #16-162 with Dr. Carolyn Banks, to provide consultant services to Oxnard School District, Special Education Services, during the 2016-17 academic school year; amount not to exceed \$35,000.00, to be paid with Special Education Funds;
- #16-163 with Carren J. Stika, Ph.D., to provide Independent Education Evaluator Services with the Special Education Department for student #LH073002 during the 2016-2017 academic year; amount not to exceed \$6,000.00, to be paid with Special Education Funds;
- #16-164 with Endtest Pro Psychology Inc., to provide Independent Education Evaluator Services with the Special Education Department for students #HG111106 and #HS022312 during the 2016-17 academic year; amount not to exceed \$10,000.00, to be paid with Special Education Funds;
- #16-190 with Houghton Mifflin Harcourt Publishing Company, to provide professional development for Woodcock Johnson IV Assessment to staff for the 2016-2017 school year; amount not to exceed \$2,950.00, to be paid with Special Education Funds;
- #16-191 with Carol Bartz Education Consulting, to provide professional development on the use of the Communication Severity Scales (CSS) to Speech Language Pathologists during the 2016-17 school year; amount not to exceed \$3,400.00, to be paid with Special Education Funds;

Support Services:

- #16-189 with Rosetta Stone, to provide professional development to staff in the Oxnard School District for the 2016-2017 school year; amount not to exceed \$4,628.00, to be paid with General Funds, Unrestricted;

- #16-165 with United Way of Ventura County, to provide oral health assessment and fluoride varnish services to Oxnard School District students through dental partners; at no cost to the District;
- #16-192 renewal with School Services of California, to provide services regarding issues of school finance, legislation, school budgeting, general fiscal issues and the state-mandated program cost claims process; amount not to exceed \$3,860.00 annually, to be paid out of General Funds;
- #16-194 with K Cooper Benefits Consulting, to provide services relative to seeking alternative health benefits plans, as well as ongoing consulting services; December 8, 2016 through December 1, 2018; amount not to exceed \$35,000.00 per year, to be paid out of General Funds;

Personnel:

- #16-185 with Mediscan Staffing Services, to provide temporary supplemental staffing to the Oxnard School District on an “as needed” basis for the 2016-2017 school year; amount not to exceed the hourly rates per position, to be paid with Special Education Funds.

C.3 Ratified the following agreements:

(Ratification of Agreements)

Academic:

- Amendment #1 to Agreement #16-59 with Ventura County Office of Education, to provide additional services for CHAMPS implementation support during the 2016-2017 school year; original cost was \$47,850.00, amendment #1 is for \$16,800.00, for a total cost of \$64,650.00, to be paid with Allocated General Funds – LCAP;
- #16-161 authorizes the Oxnard School District, Early Childhood Education Programs & State Preschools to participate in the Rising Stars Quality Rating Improvement System (QRIS) Block Grant with enhancement support by the Ventura County Office of Education, October 1, 2016 through September 30, 2017; funding will be provided to the Oxnard School District for this project up to the amount of \$91,000.00;

Special Education:

- Amendment #1 to Agreement #16-87 with Ventura County Office of Education/SELPA, to provide additional services for Social/Emotional Services Specialist (SESS), September 1, 2016 through July 31, 2017; original cost was \$249,600.00, amendment #1 is for \$5,760.00, for a total cost of \$255,360.00, to be paid with Special Education Funds;
- #16-159 with Passageway School, to provide nonpublic school services for student #AH112906 for the 2016-2017 school year, beginning September 1, 2016, and including Extended School Year through July 2017; amount not to exceed \$42,361.22, to be paid with Special Education Funds;
- #16-167 with Fillmore Unified School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #AL080507 for the 2016-2017 school year, excluding Extended School Year; the Oxnard School District will be reimbursed \$25,325.61 for services provided;
- #16-168 with Fillmore Unified School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #JC111411 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$23,174.10 for services provided;



- #16-169 with Hueneme School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #RV071706 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$27,765.61 for services provided;
- #16-170 with Hueneme School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #SM081713 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$26,829.34 for services provided;
- #16-171 with Hueneme School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #SP061913 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$24,990.29 for services provided;
- #16-172 with Hueneme School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #VN042612 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$29,459.54 for services provided;
- #16-173 with Ocean View School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #JM060311 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$26,245.61 for services provided;
- #16-174 with Pleasant Valley School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #AL082012 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$29,459.54 for services provided;
- #16-175 with Pleasant Valley School District for the Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #LA101809 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$26,992.23 for services provided;
- #16-176 with Rio School District for Oxnard School District to provide Deaf and Hard of Hearing (DHH) Services for student #SG092208 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$22,695.48 for services provided;
- #16-177 with Briggs Elementary School District to provide Deaf and Hard of Hearing (DHH) Services for student #VH121010 for the 2016-2017 school year, including Extended School Year; the Oxnard School District will be reimbursed \$26,245.61 for services provided;
- #16-184 with NCS Pearson will provide professional development for Opening the World of Learning program to be utilized by Pre-K teachers at San Miguel School for the 2016-2017 school year; amount not to exceed \$2,800.00, to be paid with Special Education Funds;

Support Services:

- Revision to #16-127 with County of Ventura/Ventura County Behavioral Health, to provide community outreach at targeted school sites, offer parent workshops and meet individually with OSD families to facilitate early identification and treatment of behavioral health services, September 22, 2016 through June 30, 2017; revision is for language change to contract only, at no cost to the District;

- #16-160 with Blackboard Connect, to provide an expansion of licensed software, support and/or services to the extent identified in the Master Agreement, July 1, 2016 through June 30, 2018, two years; fiscal impact for Year One is \$40,370.70 and Year Two is \$71,660.80, to be paid with Title I Funds both years;

Personnel:

- #16-166 with Ardor Health Solutions, to provide temporary supplemental staff to the Oxnard School District on an “as needed” basis for the 2016-2017 school year; amount not to exceed the hourly rates per position, to be paid with Special Education Funds;

Facilities:

- #16-155 with CSDA Design Group (CSDA), to provide additional architectural design services for the installation of (3) new portable buildings, additional parking and replacement of the existing play structure at San Miguel School, September 1, 2016 through December 31, 2017; amount not to exceed \$16,410.00, to be paid with Deferred Maintenance – One Time Funds.

C.4 Approved the award of Bid #16-INF-02, ESC Lobby Remodel Project, in the total amount of \$149,270.00 and enter into Agreement #16-187 with the low bidder, GRD Construction, pursuant to Public Contract Code §22034; to be paid with General Funds – One Time Funds.

(Informal Bid Award and Approval of Agreement #16-187 for Bid #16-INF-02, ESC Lobby Remodel Project with GRD Construction)

C.5 Approved Agreement #16-195 with Cooperative Strategies, LLC (formerly The Dolinka Group, LLC) for a five-year agreement for the 2017 through 2021 calendar years; Grand total for five-year agreement is \$46,800.00 plus expenses, to be paid with Developer Fee Funds.

(Request for Approval of Agreement #16-195 with Cooperative Strategies, LLC for Consultant Services for Annual School Facilities needs Analysis and Bi-Annual Level 1 Justification Study)

C.6 Approved WAL #3 for Master Agreement #13-122 with Earth Systems, Southern California for Geotechnical Inspection and Testing Services for the Elm Elementary School Reconstruction Project; amount not to exceed lump sum fixed fee of \$130,000.00, to be paid with Measure R Bond Funds.

(Approval of WAL #3 to Earth Systems, Southern California For Geotechnical Testing & Inspection Services for the Elm Elementary School Reconstruction Project)

C.7 Approved WAL #4 for Master Agreement #13-122 with Earth Systems, Southern California for Special Inspection and Testing Services for the Elm Elementary School Reconstruction Project; amount not to exceed lump sum fixed fee of \$162,000.00, to be paid with Measure R Bond Funds.

(Approval of WAL #4 to Earth Systems, Southern California for Special Inspection & Testing Services for the Elm Elementary School Reconstruction Project)

C.8 Approved WAL #1 for Master Agreement #13-128 with Kenco Construction Services for DSA Inspector of Record Services for the Elm Elementary Reconstruction Project; amount not to exceed lump sum fixed fee of \$257,040.00, to be paid with Measure R Bond Funds.

(Approval of WAL #1 to Kenco Construction Services for DSA Inspector of Record Services for the Elm Elementary Reconstruction Project)

- C.9 Ratified WAL #006 for performance of toxic substance testing of imported crushed miscellaneous base rock per Master Agreement #13-132 with Tetra Tech Inc., for the Lemonwood K-8 Reconstruction Project; the toxic substance testing services were completed for a lump sum fixed fee of \$14,400.00, the cost of these services is being charged to Swinerton Builders in their entirety. (Ratification of WAL #006 for Tetra Tech Inc. To Perform Professional Toxic Screening Services for the Lemonwood K-8 Reconstruction Project)
- C.10 Approved WAL #007 for Tetra Tech Inc., to perform Phase 1 Environmental Site Assessment Update for the Marshall School New Classroom Building Project; amount not to exceed \$5,000.00, to be paid with Measure R Bond Funds. (Approval of WAL #007 for Tetra Tech Inc., To Perform Phase 1 Environmental Site Assessment Update for Marshall School New Classroom Building Project)
- C.11 Approved WAL #009 for ATC Group Services LLC for the Preparation of a Preliminary Environmental Assessment (PEA) for the Doris/Patterson Site per Master Agreement #13-135; amount not to exceed \$32,055.00, to be paid with Measure R Bond Funds. (Approval of WAL #009 with ATC Group Services LLC For Preparation of a Preliminary Environmental Assessment for the Doris/Patterson Site)
- C.12 Approved Contractor Contingency Allocation No. 001 to Construction Services Agreement #15-198 with Swinerton Builders to construct an interim accessibility ramp and landing to relocatable classrooms Numbers 909, 910, 911 and 912, related to the Lemonwood Elementary School Reconstruction Project of Measure "R" Program, under the Lease-Leaseback delivery method pursuant to Section §17406 of the California Education Code. Contractor Contingency Allocation No. 001 will be deducted from the Contractor Contingency of the GMP Construction Services Agreement in the amount of \$40,872.54. The Contractor Contingency is included within the approved total of the Construction Services Agreement for the Lemonwood K-8 Reconstruction Project utilizing Measure R Funds. The remaining Contractor Contingency balance after Allocation No. 001 will be \$706,836.46. (Approval of Contractor Contingency Allocation #001 for Payment of Additional Work Associated with the Lemonwood K-8 School Reconstruction Project)
- C.13 Approved Change Order No. 002 to the Construction Services Agreement #15-198 with Swinerton Builders to provide Construction Services related to the Lemonwood Elementary School Reconstruction Project of Measure "R" Program under the Lease-Leaseback delivery method pursuant to Section §17406 of the California Education Code. Fiscal impact \$13,234.17, to be paid with Measure R Bond Funds. (Consider Approval of Change Order No. 002 to Construction Services Agreement #15-198 with Swinerton Builders for the Lemonwood K-8 School Reconstruction)
- C.14 Approved Resolution #16-19 For Release of Request for Qualifications/Proposals (RFQ/RFP) for Design-Build Contract for Proposition 39 Energy Projects; no fiscal impact to the District. (Approval of Resolution #16-19 For Release of Request For Qualifications/ Proposal (RFQ/RFP) For Design-Build Contract for Proposition 39 Energy Projects)

- C.15 Accepted the Developer Fee Report for 2010-2011 through 2015-2016 fiscal years, and adopted Resolution #16-16 Relating to Information Made Available To The Public In The Form of a Statutory School Fees and Mitigation Payments (“Developer Fees”) Report for the Fiscal Year 2010-2011 Through Fiscal Year 2015-2016 (“Developer Fee Report”), and Findings Thereon, In Compliance with Government Code, Sections 66006 and 66001. (Annual and Five-Year Developer Fee Report and Approval of Resolution #16-16)
- C.16 Declared the Certification of Signatures as that of the agent(s) authorized for signature for the Oxnard School District. (Certification of Signatures)
- C.17 Approved Purchase Order/Draft Report #16-04, as submitted. (Purchase Order/Draft Payment Report #16-04)
- C.18 Agreed to reject York Claim VCBA07333A1. (Rejection of Liability Claim: VCBA07333A1)
- C.19 Reviewed and accepted the 2016-2017 First Quarter Williams VCOE Activity Report, as presented. (2016-2017 First Quarter Williams VCOE Activity Report)
- C.20 Approved out of state conference attendance for Lydia Garcia, Executive Assistant, Business & Fiscal Services and Lydia Alvara, Executive Assistant, Educational Services, to the National Notary Association’s Annual National Notary Conference, in Dallas, TX, June 4-7, 2017; amount not to exceed \$2,500.00 for registration, travel and lodging, to be paid from General Funds. (Request For Approval of Out of State Conference Attendance)
- C.21 Approved the establishment, abolishment, reduction or increase in hours for classified positions: (Establish/Abolish/Reduce/Increase Hours of Positions)
- Establish:
- A five hour and forty-five minute, 183 day Paraeducator II, position number 7947, to be established in Special Education department. This position will be established to provide additional support.
  - A five hour and forty-five minute, 183 day Paraeducator III, position number 7962, to be established in Special Education department. This position will be established to provide additional support.
  - An eight hour, 183 day Speech Language Pathology Assistant, position number 7978, to be established in the Special Education department. This position will be established to meet students’ needs.
  - A four hour, 246 day Office Assistant II Bilingual, position number 7979, to be established in the Neighborhoods for Learning department. This position will be established to support NfL office activities.
- Increase:
- A five hour, 183 day Instructional Assistant Severely Handicapped, position number 1942, to be increased to five hours and forty-five minutes in the Special Education department. This position will be increased in compliance to CSEA contract article 8.10.2.
- Abolish:
- A five hour and forty-five minute, 183 day Paraeducator II, position number 7396, to be abolished in the Pupil Services department. This position will be abolished due to the lack of work.

- A four hour, 183 day Paraeducator I, position number 7845, to be abolished at Ramona school. This position will be abolished due to the lack of work.

**FISCAL IMPACT:**

Cost for Para II-\$26,453 Special Education  
 Cost for Para III-\$27,141 Special Education  
 Cost for SLPA-\$61,565 Special Education  
 Cost for OA II Bilingual-\$25,298 NfL  
 Cost for Para III-\$3,536 Special Education  
 Cost for Para II-\$26,453 Special Education  
 Cost for Para I-\$18,086 Site funds

**C.22 Personnel Action:**

(Personnel Actions)

The following certificated individuals to be employed in the capacities and for the terms indicated, their salaries to be determined in accordance with salary regulations of the District.

(CERTIFICATED)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
<u>New Hires</u>		
Marlene Batista	Director, English Learner Services	December 5, 2016
Evelyn Duarte	Preschool Special Ed Teacher, San Miguel	November 28, 2016
Dana Janowicz	TK SEI Brekke	November 1, 2016
Maria Kirk	Elementary Support Teacher, Marshall	December 5, 2016
Lynsey LaRocca	1 SEI McKinna	October 24, 2016
Rachel Sanchez-Hernandez	Special Education Teacher	November 28, 2016
Ashley Smith	Elementary Support Teacher, Kamala	October 26, 2016
Aaron Barro	Substitute Teacher	2016/2017 School Year
Mark Cordes	Substitute Teacher	2016/2017 School Year
Katherine Crittenden	Substitute Teacher	2016/2017 School Year
Elizabeth Cwiklo	Substitute Teacher	2016/2017 School Year
Elizabeth Delgado	Substitute Teacher	2016/2017 School Year
Jacqueline Gonzalez	Substitute Teacher	2016/2017 School Year
Rusty Lanning	Substitute Teacher	2016/2017 School Year
Andrea Mendez	Substitute Teacher	2016/2017 School Year
Alejandra Sandoval	Substitute Teacher	2016/2017 School Year
Autumn Tucker	Substitute Teacher	2016/2017 School Year
Danilo Tunac	Substitute Teacher	2016/2017 School Year
Yocelyn Valencia	Substitute Teacher	2016/2017 School Year
<u>Intervention Services Provider (less than 20 hours per week not to exceed 75% or 135 days a year)</u>		
Bonnie Aharoni	Sierra Linda	11/07/2016
Alex Arevalo	Harrington	10/25/2016
Alberto Hananel	Ramona	10/26/2016
Claudia Moore	Kamala	11/07/2016

Majorie Pettit	Marina West	09/07/2016
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**RESIGNATION**

Erica Smith	Physical Education Teacher, Soria	10/31/2016
Louise Patterson	Special Education Teacher, Sierra Linda	12/31/2016
Tara Asmus	SDC Sierra Linda	11/07/2016

**Change of Status**

Stephanie Hammer	TK Teacher to Peer Assistant and Review	11/01/2016
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**Leave of Absence**

Katherine Bonfilio	SDC McAuliffe	10-24-2016
Amy Greenfield	Marshall	12/05/2016

The following classified individuals to be employed in the capacities and for the terms indicated, their salaries to be determined in accordance with salary regulations of the district, it being understood that substitute classified personnel and regular classified personnel performing substitute duties will be assigned by the administration and paid in accordance with salary regulations governing the specific assignment: (CLASSIFIED)

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
<b><u>New Hire</u></b>		
Barron, Alejandro	Office Assistant II (B), Position #5424 Driffill 5.0 hrs./192 days	11/07/2016
Canchola Ventura, Juan	Paraeducator II, Position #6177 Special Education 5.75 hrs./183 days	10/05/2016
Centeno, Victor	Shipping Receiving Clerk/Delivery Driver, Position #7913 Warehouse 4.5 hrs./246 days	11/07/2016
De La Torre, Feliciano	Custodian, Position #499 Driffill 8.0 hrs./246 days	11/03/2016
Everett, Steven	Custodian, Position #6673 Elm 4.0 hrs./246 days	10/31/2016
Frenes Jr., Daniel	Custodian, Position #2541 Fremont 4.0 hrs./246 days	11/04/2016
Garibay, Angelica	Intermediate School Secretary (B), Position #7016 Lemonwood 8.0 hrs./192 days	10/24/2016
Godinez, Cristal	Intermediate School Secretary (B), Position #6241 Chavez 8.0 hrs./192 days	10/27/2016
Henggeler, Beth	School Occupational Therapist, Position #7936 Special Education 8.0 hrs./203 days	10/31/2016
Iniguez, Sylvia	Office Assistant II (B), Position #2172 Ritchen 7.0 hrs./203 days	11/07/2016
Olaso, Myrna	Paraeducator III, Position #5466 Special Education 5.75 hrs./183 days	10/25/2016
Pena, Sahara	Intermediate School Secretary (B), Position #6244 Lemonwood 8.0 hrs./192 days	10/24/2016
Rodriguez Jr., David	Grounds Maintenance Worker I, Position #5843	11/21/2016

Trejo, Leticia	Facilities 8.0 hrs./246 days Office Assistant II (B), Position #1983 Marshall 5.0 hrs./203 days	11/14/2016
Trout, Eliza	Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days	10/19/2016
Wagner, Sharon	Custodian, Position #6448 Driffill 4.0 hrs./246 days	11/09/2016

Limited Term

Argaez, Sonia	Health Care Technician	11/15/2016
Contreras, Joanna	Child Nutrition Worker	10/10/2016
Cruz, Mariana	Paraeducator	11/09/2016
Gardner, Stephen	Bus Driver	11/07/2016
Harnden, Chelsea	Paraeducator	11/04/2016
Hernandez, Jesse	Clerical	10/26/2016
Lopez, Itzel	Paraeducator	11/04/2016
Mayer, Linda L	Accountant/Internal Auditor	10/31/2016
Medina, Jazmin	Paraeducator	11/04/2016
Orejel, Carlos	Paraeducator	10/24/2016
Paguinigan, Alejandro	Child Nutrition Worker	10/21/2016
Ramirez, Ricardo	Custodian	10/16/2016
Serratos-Hernandez, Eduardo	Paraeducator	11/15/2016
Tapia De Cendejas, Alejandra	Paraeducator	10/27/2016
Vasquez, Monica	Clerical	10/24/2016
Vela, Mayra	Clerical	10/03/2016

Exempt

Adams, Nicholas	Campus Assistant	11/21/2016
Caballero, Guillermina	Campus Assistant	11/03/2016
CanoMoya, Maribel	Campus Assistant	10/07/2016
Flores, David A.	Campus Assistant	11/28/2016
Gomez O'Campo, Gwenavere	Campus Assistant	10/17/2016
Gonzalez, Andrew	Campus Assistant	10/21/2016
Lopez, Carolina	Campus Assistant	10/20/2016
Orozco, Maria	Campus Assistant	11/07/2016
Ortega, Issac	Campus Assistant	10/19/2016
Moraga, Michael	Campus Assistant	10/15/2016
Sablan, Juan	Campus Assistant	10/20/2016
VargasMagana, Jennifer	Campus Assistant	10/18/2016
Villicana Ambriz, Maria	Campus Assistant	10/14/2016
Washington, Tanya	Campus Assistant	10/12/2016
Chinas, Mayte	AVID Tutor	10/13/2016
Coronado, Ashley	AVID Tutor	10/12/2016
Gonzalez, Andrea	AVID Tutor	08/18/2016
Huerta, Lily	AVID Tutor	09/08/2016
Juarez, Merari	AVID Tutor	10/21/2016
Ornelas, Natalie	AVID Tutor	10/09/2016
Pantoja, Jesus	AVID Tutor	11/01/2016

Rodriguez, Jessica	AVID Tutor	10/12/2016
Tirado, Erika	AVID Tutor	10/05/2016
Ventura, Victoria	AVID Tutor	11/01/2016

Promotion

Gomez-Palacios, Jimmy	Grounds Maintenance Worker I, Position #965 Facilities 8.0 hrs./246 days Custodian, Position #533 Chavez 8.0 hrs./246 days	11/07/2016
Silva, Yanet	Preschool Assistant (B), Position #1234 San Miguel 3.0 hrs./183 days Paraeducator I (B), Position #7228 English Learner Services 5.0 hrs./183 days	11/28/2016

Transfer

Orejel, Judith	Secretary (B), Position #7928 AASP 8.0 hrs./246 days Intermediate School Secretary (B), Position #6709 Driffill 8.0 hrs./192 days	12/01/2016
Rivera, Georgina	Paraeducator I (B), Position #7820 Lemonwood 5.5 hrs./183 days Paraeducator I, Position #7178 Lemonwood 4.16 hrs./183 days	09/27/2016

Unpaid Leave of Absence

Dahm, Amy	School Office Manager, Position #429 McAuliffe 8.0 hrs./210 days	01/17/2017-3/28/2017
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Return from Leave of Absence

Murillo de Jeronimo, Erica	Compensatory Education Assistant, Position #1852 NFL 8.0 hrs./246 days	11/18/2016
Sandoval, Janice	Child Nutrition Worker, Position #129 Brekke 5.5 hrs./185 days	11/09/2016

Resignation

Chessen, Julie	Assistant Director Child Nutrition Services, Position #2873 Child Nutrition Services 8.0 hrs./246 days	12/09/2016
Geraldo, Berenis	Site Technology Technician, Position #2207 Kamala 8.0 hrs./246 days	11/10/2016

Retirement

Duplat, Xochitl	Credential Technician, Position #376 Certificated Human Resources 8.0 hrs./246 days	01/30/2017
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D.1 On motion by Trustee Cordes, seconded by Trustee Robles-Solis and carried on a roll call 4-0-1 vote, Trustee O’Leary left the room; the Board of Trustees approved reimbursement to Rio School District as stipulated by Education Code 44987.3. REIMBURSEMENT FOR TEACHER SUBSTITUTE AT RIO SCHOOL DISTRICT (Motion #16-57)

D.2 On motion by Trustee Robles-Solis, seconded by Trustee Cordes and carried on a roll call vote of 5-0, the Board of Trustees nominated Trustee Denis O’Leary to fill vacancies in the CSBA’s Delegate Assembly, Subregion 11.B. Trustee O’Leary accepted and would submit his paperwork before the deadline. CALL FOR NOMINATION FOR CSBA DELEGATE ASSEMBLY (Motion #16-58)



D.3 Ms. Lisa Cline, Deputy Superintendent, Business & Fiscal Services provided a brief report on the Oxnard School District 2016-2017 First Interim Report. Following discussion, on motion by Trustee Cordes, seconded by Trustee O’Leary and carried on a roll call vote of 5-0; the Board of Trustees accepted the Oxnard School District 2016-2017 First Interim Report (Period Ending October 31, 2016).

OXNARD SCHOOL DISTRICT 2016-2017 FIRST INTERIM REPORT (PERIOD ENDING OCTOBER 31, 2016) (Motion #16-59)

D.4 On motion by Trustee O’Leary, seconded by Trustee Cordes and carried on a roll call vote of 5-0; the Board of Trustees reviewed the annual BOC membership for Measure R Bond Oversight Committee, and appointed Ms. Alyssa Maria as a Parent Representative and reappointed the existing members of the Committee.

ANNUAL APPOINTMENT/ REAPPOINTMENT OF MEASURE R BOND OVERSIGHT COMMITTEE (Motion #16-60)

D.5 On motion by Trustee Cordes, seconded by Trustee O’Leary and carried on a roll call vote of 5-0; the Board of Trustees considered and adopted Resolution #16-17 authorizing submission of a General Waiver Request to the State Board of Education.

CONSIDER REQUEST FOR WAIVER OF THE BONDING CAPACITY LIMITATION OF THE OXNARD SCHOOL DISTRICT FOLLOWED BY CONSIDERATION OF A RESOLUTION AUTHORIZING SUBMISSION TO THE STATE BOARD OF EDUCATION OF A REQUEST FOR WAIVER (Motion #16-61)

E.1 On motion by Trustee Cordes, seconded by Trustee Robles-Solis, and carried on a roll call vote of 4-0, Trustee Madrigal Lopez abstained; the Board of Trustees approved the minutes of October 19, 2016, regular board meeting, as submitted.

APPROVAL OF BOARD MINUTES (Motion #16-62)

F.1 The Board of Trustees reviewed the new Board Policies, Administrative Regulations and Bylaws, as presented for first reading:

FIRST READING OF BOARD POLICIES, REGULATIONS AND BYLAWS

Revision BP 1312.3 and AR 1312.3	Community Relations UNIFORM COMPLAINT PROCEDURES	Vaca
Revision AR 1312.4 and E(2) 1312.4	Community Relations WILLIAMS UNIFORM COMPLAINT PROCEDURES	Vaca
Revision AR 3580	Business and Noninstructional Operation DISTRICT RECORDS	Vaca
Revision BP 5116.1	Students INTRADISTRICT OPEN ENROLLMENT	Freeman/ Ridge
Revision BP 5117	Students INTERDISTRICT ATTENDANCE	Freeman/ Ridge
Revision E 9270	Board Bylaws CONFLICT OF INTEREST	Cline

Dr. Cesar Morales:

- Welcomed newly elected Trustee Monica Madrigal Lopez and congratulated re-elected Trustee Denis O'Leary.
- Congratulated Alfredo Ramirez, 5<sup>th</sup> grade student at Ritche School for winning the 1<sup>st</sup> Annual Fremont Academy Math Competition. He also thanked the Fremont Principal and Staff for putting the competition together.
- Informed the Board that Haydock Academy had been selected as a target school within the California Department of Education SUMS (Scaling Up Multi-Tiered Systems of Support) Initiative, due to the work of Mr. Chris Ridge, Director of Pupil Services and Dr. Edd Bond, Principal of Haydock Academy.
- Wished everyone a happy holiday session, safe travels, enjoy family and make sure your children read daily during the vacation break.
- MyOn status report, 1,316,044 books have been read, 192,715 hours have been spent reading, and 1,067,698,052 words have been reading, cracking the billion words mark for digital books read. He thanked the parents, teachers, principals, staff, PTA presidents for promoting reading and a special thanks to Mary Curtis for promoting the program.

SUPERINTENDENT  
ANNOUNCEMENTS

Ms. Monica Madrigal Lopez:

- Thanked everyone for their support and stated she looked forward to working with the Board, staff, teachers, parents, and the community as we support the students our future leaders.

TRUSTEE  
ANNOUNCEMENTS

Mrs. Veronica Robles-Solis:

- Welcomed and congratulated newly elected Trustee Madrigal Lopez and re-elected Trustee O'Leary.
- Thanked the District PTA Council for the First Art Reflection Celebration in Oxnard on November 17, 2016, thanked Sylvia Cates for her talents.
- Wished all of the runners that would be participating in The Santa To Sea this weekend an epic run.
- Thanked the community for voting and supporting Measure D, supporting the vision the District's has for 21<sup>st</sup> century schools and supporting the students of the community.
- Congratulation to our Superintendent for being one of the recipient of the national "Leaders to Learn from 2017" award from Education Week for his Leadership in Literacy.

Mr. Denis O'Leary:

- Thanked the community for their vote of confidence in re-electing him to the Board. He welcomed newly elected Trustee Monica Madrigal Lopez. He acknowledged Ms. Veronica Garcia, Counselor at Elm School for having the best tamales in Oxnard.
- Stated he agreed with the Teachers from Elm that spoke this evening and hoped that the Board would discuss class size reduction and that new schools should have more classrooms than what they are replacing.
- Congratulation on the passage of Measure D, he is delighted that the community decided to support the district on building better schools. He was not opposed to the bond but requested that the cost of \$3.36 per bond be renegotiated to at least the state average cost to the community.

- Requested that the Board consider a Public Labor Agreement for all future construction projects in the District, to give the local workers an opportunity to work in their community.
- Requested an annual public meeting with the City of Oxnard to work together on all projects in the community, partnering with the Mexican Consulate to provide the Plaza Comunitaria program for the adults in the community, and a report on solar panels.

Mrs. Debra M. Cordes:

- Congratulated Trustee O’Leary for his re-election and congratulated Trustee Madrigal Lopez on her election, as well as the election of her brother to the City Council.
- Reported she attended the Ventura County of Education Family Friendly School Award which was awarded to Juan Laguna Soria School.
- Reported she attended a Veterans Day Event at Lemonwood School and took her 93-year-old father whose birthday was on that day and he was a WWII veteran.
- Congratulated Trustee Veronica Robles-Solis for her leadership on the passage of Measure D and the community for supporting the school district.
- Stated that she heard what the Elm Teachers spoke about tonight and she has brought up the same concerns, stated the Board needs to listen and address the concerns of the all.
- Congratulated Dr. Morales for the award that he received in promoting literacy across the board in every sense of the way.
- She requested a copy of the assessment calendar and the results of the first trimester. Also questioned if the report cards were aligned with what is being used in the classroom and would like to review. Stated she would also like to review the results of the survey that was sent out to parents and staff. Requested also a report on the Latino Film Institute Youth Cinema Project at Ramona School.
- Stated she observed that there were several special education contracts on the December agenda and is aware that the students were provided services when they started in September, what is the reason.
- Welcomed Dr. Marlene Batista, Director of English Learner Services.

Mr. Ernest Morrison:

- Welcomed new elected Trustee Monica Madrigal Lopez to the Board.
- Stated that at the CSBA Conference there was focus on the integration of arts into the curriculum.

ANNOUNCEMENTS PRIOR TO CLOSED SESSION December 7, 2016:

After any public comments on the Closed Session agenda items, the Board will be recessing to Closed Session to consider the following:

No one addressed the Board of Trustees during closed session public comment.

PUBLIC COMMENT  
CLOSED SESSION

Firstly, for CONFERENCE WITH LEGAL COUNSEL under *Government Code*, Section 54956.9:

- ANTICIPATED LITIGATION – one (1) case

Secondly, REMOVAL/SUSPENSION/EXPULSION OF STUDENTS (Education Code 48912; 20 U.S.C. Section 1232g)

- Case No. 16-02 (Action Item)

Thirdly, for CONFERENCE WITH LABOR NEGOTIATORS under *Government Code*, Sections 54957.6 and 3549.1.

The District negotiator is the Assistant Superintendent, Human Resources & Support Services and the employee organizations are OEA, OSSA, CSEA; and all unrepresented personnel – administrators, classified management, confidential.

Fourthly, for CONFERENCE WITH REAL PROPERTY NEGOTIATORS under *Government Code*, Section 54956.8:

- Property: Parcel located Teal Club Road, North of Teal Club Road, South of Doris Avenue; Agency Negotiators: Superintendent/Deputy Superintendent, Business & Fiscal Services/Garcia Hernandez & Sawhney, LLP/Caldwell Flores Winters, Inc.

Finally, under *Government Code*, Section 54957 and *Education Code*, Section 44943:

- PUBLIC EMPLOYEE(S) DISCIPLINE/DISMISSAL/RELEASE

Trustees convened to closed session at 10:40 p.m. until approximately 11:25 p.m. to discuss items on the closed session agenda.

CLOSED SESSION

President Morrison reported the Board deliberated on student matters in closed session and took action in open session:

REPORT ON CLOSED SESSION

- On motion by Trustee Cordes seconded by Trustee Robles-Solis and carried on a roll call vote of 5-0; on the matter of Case No. 16-02 the Board of Trustees approved the recommendation made by administration.

(Motion #16-63)

There being no further business, on motion by Trustee Cordes, seconded by Trustee Robles-Solis, President Morrison adjourned the meeting at 11:26 p.m.

ADJOURNMENT

Respectfully Submitted,  
DR. CESAR MORALES

District Superintendent and  
Secretary to the Board of Trustees

By our signature below, given on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Governing Board of the Oxnard School District approves the Minutes of the Regular Board meeting of December 7, 2016; on motion of Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_.

Signed:

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President of the Board of Trustees

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Clerk of the Board of Trustees

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Member of the Board of Trustees

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Member of the Board of Trustees

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Member of the Board of Trustees

Special Board Meeting  
December 14, 2016

The meeting was called to order at 5:04 p.m. by President Ernest Morrison. CALL TO ORDER

President Morrison led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

Present were Trustees Debra M. Cordes, Veronica Robles-Solis, Monica Madrigal Lopez, and President Ernest Morrison. Trustee Denis O’Leary was absent. Also present was Dr. Cesar Morales, Superintendent, Lisa Cline, Deputy Superintendent, Robin Freeman and Dr. Jesus Vaca, Assistant Superintendents, and Al Erkel with GHS, LLP. ROLL CALL

On motion of Trustee Cordes, seconded by Trustee Robles-Solis and carried on a roll call vote of 4-0; the agenda was adopted, as presented. ADOPTION OF AGENDA

No one addressed the Board during closed session public comment. PUBLIC COMMENT

On motion of Trustee Robles-Solis, seconded by Trustee Cordes and carried on a roll call vote of 4-0, the Board of Trustees approved the Lease – Leaseback Agreements #16-199, #16-200 and #16-201, with Bernards to provide Construction Services related to the Reconstruction of Elm K-5 School, under Measure “R” Program, utilizing the Lease-Leaseback method of deliver, pursuant to Section 17406 of California Education Code. CONSIDER THE APPROVAL OF LEASE-LEASEBACK AGREEMENTS #16-199, #16-200, AND #16-201 BETWEEN THE OXNARD SCHOOL DISTRICT AND BERNARDS TO PROVIDE LEASE-LEASEBACK CONSTRUCTION SERVICES FOR THE ELM ELEMENTARY SCHOOL RECONSTRUCTION PROJECT (Motion #16-64)

6. The Board of Trustees reviewed the revised Board Policies, Administrative Regulations and Bylaws, as presented for first reading: FIRST READING OF BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND BYLAWS

Revision AR 3111	Business and Noninstructional Operations BIDS	Cline
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ANNOUNCEMENTS PRIOR TO CLOSED SESSION December 14, 2016:

After any public comments on the Closed Session agenda items, the Board will be recessing to Closed Session to consider the following:

Under *Government Code*, Section 54956.9:

- Conference with Legal Counsel – Existing Litigation
  - Churchill v. Vanir, Case No. 56-2015-00472374-CU-BC-VTA

Trustees convened to closed session at 5:11 p.m. until approximately 5:23 p.m. to discuss items on the closed session agenda. CLOSED SESSION

President Morrison reported the Board took the following action during closed session: REPORT ON CLOSED SESSION

On motion by Trustee Cordes, seconded by Trustee Robles-Solis and carried on a roll call vote of 4-0; the Board of Trustees approved settlement of Churchill v. Vanir, Case No. 56-2015-00472374-CU-BC-VTA (Motion #16-65)

There being no further business, on motion by Trustee Cordes seconded by Trustee Robles-Solis, President Morrison adjourned the meeting at 5:23 p.m. ADJOURNMENT

Respectfully submitted,  
Dr. Cesar Morales  
District Superintendent and  
Secretary to the Board of Trustees

By our signatures below, given on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Governing Board of the Oxnard School District approves the Minutes of its Special Board Meeting of December 14, 2016; on motion of Trustee \_\_\_\_\_, and seconded by Trustee \_\_\_\_\_.

Signed:

\_\_\_\_\_  
President of the Board of Trustees

\_\_\_\_\_  
Clerk of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

\_\_\_\_\_  
Member of the Board of Trustees

## BOARD AGENDA ITEM

Name of Contributor: Lisa Cline

Date of Meeting: February 15, 2017

STUDY SESSION \_\_\_\_\_

CLOSED SESSION \_\_\_\_\_

SECTION A-I: PRELIMINARY \_\_\_\_\_

SECTION A-II: REPORTS \_\_\_\_\_

SECTION B: HEARINGS \_\_\_\_\_

SECTION C: CONSENT AGENDA \_\_\_\_\_

Agreement Category:

\_\_\_\_\_ Academic

\_\_\_\_\_ Enrichment

\_\_\_\_\_ Special Education

\_\_\_\_\_ Support Services

\_\_\_\_\_ Personnel

\_\_\_\_\_ Legal

\_\_\_\_\_ Facilities

SECTION D: ACTION \_\_\_\_\_

SECTION F: BOARD POLICIES 1<sup>ST</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading  X

### SECOND READING – NEW BP 3470 – DEBT ISSUANCE AND MANAGEMENT (Cline)

Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), mandates that the Governing Board adopt a debt management policy prior to issuing any debt, such as general obligation bonds, tax and revenue anticipation notes (TRANs), and certificates of participation. The policy must include (1) the purposes for which the debt proceeds may be used; (2) the types of debt that may be issued; (3) the relationship of the debt to, and the integration with, the district's capital improvement program or budget, if applicable; (4) policy goals related to the district's planning goals and objectives; and (5) internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use. SB 1029 declares the intent of the legislature that, consistent with the recommendation of the Government Finance Officers Associations (GFOA), local agencies adopt comprehensive written debt management policies that are reflective of local, state, and federal laws and regulations.

To comply with this new requirement, the District's Bond counsel has provided the language for this policy based on procedures provided by the California School Boards Association (CSBA). BP 3470 is presented herewith for the Board's consideration.

### FISCAL IMPACT

None.

### RECOMMENDATION

It is the recommendation of the Deputy Superintendent, Business & Fiscal Services, that the Board of Trustees adopt the new BP 3470 as presented.

### ADDITIONAL MATERIAL

Attached: BP 3470 (8 pages)



# **Board Policy**

## **Business and Non-instructional Operations**

### **DEBT ISSUANCE AND MANAGEMENT**

*This Debt Issuance and Management Policy (“**Debt Policy**”) has been approved by the District’s Governing Board in order to ensure compliance with Government Code Section 8855, as amended by Senate Bill 1029 effective January 1, 2017. References to codes, statutes and other legal provisions contained herein are provided solely for convenience, are subject to change and amendment, and shall not be deemed comprehensive or limiting. This Debt Policy may be amended by the Governing Board as it deems appropriate from time to time in the prudent management of the debt of the District.*

#### **Introduction**

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the District shall be consistent with law and this policy.

The District shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year, unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Governing Board determines that it is in the best interest of the District, the Governing Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Governing Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Governing Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the District's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the District's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the District issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the District shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

## Goals

The District's debt issuance activities and procedures shall be aligned with the District's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the District shall ensure that it:

1. Maintains accountability for the fiscal health of the District, including prudent management and transparency of the District's financing programs
2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the District's statutory debt limit in relation to assessed valuation within the District and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the District's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the District's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

## **Authorized Purposes for the Issuance of Debt**

The District may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the District's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The District may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

## **Authorized Types of Debt**

The Superintendent or designee shall recommend to the Governing Board potential financing method(s) that result in the highest benefit to the District, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
  - a. Short-term debt, such as tax and revenue anticipation notes (TRANs), when necessary to allow the District to meet its cash flow requirements (Government Code 53850-53858)
  - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
  - c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the District (Government Code 53859-53859.08)

2. Long-Term Debt
  - a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)
  - b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)
3. Lease financing, including certificates of participation (COPs) and lease revenue bonds
  - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
  - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429; 17456)
4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs or revenue bonds
5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the District in any fiscal year in which the District has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the District's repayment of that indebtedness is probable. (Education Code 42133)

Refinancing or restructuring of outstanding debt is addressed below under the heading "Refunding/Restructuring."

### **Relationship of Debt to District Facilities Program and Budget**

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of District property and facilities as identified in the District's facilities master plan or other applicable facilities needs assessment or documentation, the projected costs of those needs, schedules for the projects, and the expected resources.

When considering a debt issuance, the Governing Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is

not limited to, the projected ratio of annual debt service to the tax burden on the District's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The District may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

### **Structure of Debt Issues**

The District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the District shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Governing Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state, will not cause the District to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15102, 15106, 15268 or 15270, as applicable.

To the extent practicable, the District shall also consider credit issues, market factors, and tax law when sizing the District's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the District shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed or as otherwise provided under applicable federal tax laws but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

## **Method of Sale**

For the sale of any District-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the District. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the District to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the District than either a negotiated or competitive sale

## **Investment of Proceeds**

The District shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the District. Where applicable, the District's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

With regard to general obligation bonds, the District shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the District to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

## **Refunding/Restructuring**

The District may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the District shall consider the maximization of the District's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

## **Internal Controls**

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the District in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the District and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

The District shall be vigilant in ensuring that bond or other proceeds are only expended in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure or other governing document. This includes maintaining records of draws on said proceeds which identify the purpose and payee of said draw (Government Code 53410)

The policy of the District is to comply with all federal tax and securities laws which may be applicable to its debt, which may include requirements relating to arbitrage, rebate and continuing disclosure. Reviews of such requirements in connection with prior and new debt issues may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews may receive periodic training regarding their responsibilities as needed.

In addition, the Superintendent or designee shall ensure that the District completes, as applicable, all performance and financial audits that may be required for any debt issued by the District, including disclosure requirements applicable to a particular transaction.

## **Records/Reports**

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the District has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the District's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the

financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall from time to time report to the Governing Board regarding debts issued by the District, which reports may include information on actual and projected tax rates, an analysis of bonding capacity, ratings on the District's bonds, market update and refunding opportunities, new development for California bond financings, and the District's compliance with post-issuance requirements.



OSD BOARD AGENDA ITEM

**Name of Contributor: Robin I. Freeman**

**Date of Meeting: 2/15/17**

- A. Preliminary \_\_\_\_\_  
Study Session: \_\_\_\_\_
- B. Hearing: \_\_\_\_\_
- C. Consent Agenda \_\_\_\_\_ Agreement Category:  
\_\_\_\_ Academic  
\_\_\_\_ Enrichment  
\_\_\_\_ Special Education  
\_\_\_\_ Support Services  
\_\_\_\_ Personnel  
\_\_\_\_ Legal  
\_\_\_\_ Facilities
- D. Action Items \_\_\_\_\_
- E. Report/Discussion Items (no action) \_\_\_\_\_
- F. Board Policies 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading  X

**Board Policy Revisions Regarding Interdistrict Transfers - BP 5117, AR 5117 (Freeman/Ridge)**

The attached Board Policy revisions are recommendations for additional deletions to BP 5117 and AR 5117 submitted to the Board on Dec. 7, 2016 as a first reading. The additional deletions eliminate references to the “District of Choice” program (EC 48300) which were erroneously contained within current OSD Board Policy 5117 and Administrative Regulation 5117. OSD is not identified as a “District of Choice”.

**FISCAL IMPACT:** None

**RECOMMENDATION:**

It is the recommendation of the Director, Pupil Services, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve the attached revisions to:

- BP 5117
- AR 5117

**ADDITIONAL MATERIAL:**

BP 5117  
AR 5117

## INTERDISTRICT ATTENDANCE

~~The Board of Trustees recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.~~

The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

*(cf. 0520.3 - Title I Program Improvement Districts)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5118 - Open Enrollment Act Transfers)*

~~Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs.~~

~~The interdistrict attendance permit shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. (Education Code 46600)~~

~~The Superintendent or designee may deny interdistrict attendance permits because of overcrowding within district schools or limited district resources.~~

### Interdistrict Attendance 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 to 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

~~The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.~~

#### ~~Limits on Student Transfers Out of the District to a School District of Choice~~

~~The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.~~

~~In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent 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. (Education Code 48307)~~

~~(cf. 3100—Budget)~~

~~(cf. 3460—Financial Reports and Accountability)~~

~~The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)~~

#### *Legal Reference:*

##### EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

##### ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

##### COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

#### *Management Resources:*

CSBA PUBLICATIONS

*Transfer Law Comparison, Fact Sheet, March 2011*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

## INTERDISTRICT ATTENDANCE

*In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.*

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. *When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)*

*(cf. 5131.2 - Bullying)*

2. *To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.*
3. *To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.*

*(cf. 6159 - Individualized Education Program)*

4. *When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.*
5. *To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.*
6. *To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.*
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 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.

*(cf. 5113.1 - Chronic Absence and Truancy)*

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.

Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600)

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 may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

*(cf. 5145.6 - Parental Notifications)*

*Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)*

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

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. (Education Code 46600)*

~~The Superintendent or designee shall ensure that any communication sent to parents/guardians is factually accurate and does not target particular neighborhoods or~~

~~individual parents/guardians on the basis of a child's actual or perceived academic or athletic performance or any other personal characteristic. (Education Code 48301)~~

~~The district shall give priority for attendance to siblings of students already in attendance in the district. (Education Code 48306)~~

~~The district may give priority for attendance to children of military personnel. (Education Code 48306)~~

~~Acceptance of Interdistrict Transfer applications shall be based on the following priorities:~~

~~Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)~~

~~Not later than 90 30 days after the district receives an application for transfer, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected and of the student's position on any waiting list.~~

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~~Whenever the number of applicants exceeds the number of interdistrict transfers that may be accepted as determined by the Governing Board, students accepted for transfer shall be selected by a random drawing of the provisionally accepted applications.~~

~~Final acceptance or rejection of applications shall be made by May 15 preceding the school year for which the student may be transferred. (Education Code 48308)~~

~~However, if an application is submitted for a student who is residing with a parent/guardian enlisted in the military and that parent/guardian was relocated by the military 90 days prior to the submission of the application, then the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon his/her acceptance, the student may immediately enroll in a district school. (Education Code 48308)~~

~~The Superintendent or designee shall notify the student's district of residence of the district's decision.~~

~~(cf. 5111.1—District Residency)~~

~~(cf. 5116.1—Intradistrict Open Enrollment)~~

~~Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts. (Education Code 48308)~~

~~The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)~~

~~(cf. 6146.3—Reciprocity of Academic Credit)~~

~~The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)~~

~~The district may deny a transfer into the district under the district of choice program if:~~

- ~~1. — The Board determines that the transfer into or out of the district would negatively impact a court ordered or voluntary desegregation plan of the district. (Education Code 48301)~~
- ~~2. — The transfer into the district would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)~~





# OXNARD SCHOOL DISTRICT

1051 South “A” Street • Oxnard, California 93030 • 805/385-1501

## SCHEDULE OF BOARD MEETINGS JANUARY – DECEMBER 2017

(UNLESS OTHERWISE INDICATED, ALL MEETINGS ARE HELD ON THE FIRST AND THIRD **WEDNESDAY** OF EACH MONTH IN THE BOARD ROOM AT THE DISTRICT OFFICE, 1051 SOUTH ‘A’ STREET, STARTING AT 7:00 PM)

January	18	Regular Board Meeting (Note: only ONE meeting in January)
February	1	Regular Board Meeting
	15	Regular Board Meeting
March	1	Regular Board Meeting
	15	Regular Board Meeting
April	19	Regular Board Meeting (Note: only ONE meeting in April)
May	3	Regular Board Meeting
	17	Regular Board Meeting
June	7	Regular Board Meeting
	21	Regular Board Meeting
July		District Dark – No meeting in July
August	2	Regular Board Meeting
	23	Regular Board Meeting
September	6	Regular Board Meeting
	20	Regular Board Meeting
October	4	Regular Board Meeting
	18	Regular Board Meeting
November	1	Regular Board Meeting (Note: only ONE meeting in November)
December	6	Regular Board Meeting – Organizational Meeting of the Board (Note: only ONE meeting in December)

*The meeting schedule shown above is subject to change at any time.*

*NOTE: Changes are indicated in italics/bold.*

Board Approved: 12-7-16

*Mission: “Ensure a culturally diverse education for each student in a safe, healthy and supportive environment that prepares students for college and career opportunities.”*